

# Sarai Alhasawi

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## Objective

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Searching for Administration Support or Site Admin related to become an asset to the team with my strong background in administrative and comprehensive computer skills. I am an American Citizen who is considered a Saudi Wife due to my Husband's Citizenship so I am allowed to work in the Kingdom of Saudi Arabia.

## Work experience

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### Tech & Digital NEOM

April 2021 — Present

#### Project Coordinator

- Responsible for scheduling meetings with internal and external parties
- Coordinate project meetings, workshops and site visits
- Speak with external vendors regarding term sheets and other contracts for potential services
- Create Excel spreadsheets and Planner to keep track of action tasks within the team
- Organize team meetings on a daily basis to keep track of deliverables to be completed on time

### United States Army Transportation Company

June 2008 — June 2019

#### Chemical Specialist/ Administrative Supervisor

- Created active logs for equipment, maintenance, personnel and purchase orders for company necessities
- Utilized Microsoft Programs to develop presentations, memos, task listings, company contracts, etc.
- Organized physical and electronic files to maintain State's required criteria and compliance
- Represented and coordinated my chemical section in meetings, surveys and inspections once a month
- Responsible for upkeeping a quarterly and bi-annual inventory of all chemical and company equipment with Supply Sergeant
- Issued required military clothing and equipment to individual soldiers for the remainder of their contract
- Conducted clothing and equipment turn-in from soldiers who completed their contracts and kept inventory for a final turn in to the State
- Maintained a maintenance and training log of all required chemical equipment to prepare all soldiers in the company for emergency situations
- Responsible for organizing and coordinating meetings, annual trainings and inspections throughout the year.

### Al Hammad Academy

October 2019 — October 2020

#### English Teacher

- Taught English and Social Studies with American Academic Curriculum
- Utilized the Pearson Realize Program to teach students
- Communicated with Parents through ClassDojo, Classera and Microsoft Teams Platform
- Provided coordination of care through quarterly assessments and Parent-Teacher Conferences
- Kept documentations of behavioral and academic progress of 25 students
- Created a Teachers Guide binder to help future Teachers to become successful when hired on

# Highlights

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- Fluent in English (speaking/ writing)
- Arabic (working knowledge)
- Microsoft Suite proficiency
- Equipment quality and performance
- Superb Customer Service
- Inventory
- Team player
- Fast learner
- Attention to detail
- Ability to multi-task
- Proven Leadership Skills
- Instructor/ ability to teach
- Utilize Analytical Skills in any situation

# Education

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## Bachelor of Arts

September 2007 — June 2012

Eastern Washington University

- Bachelor of Arts in Therapeutic Recreation; working with adults and children with mental disabilities
- This major gave me the ability to be a Therapist and work on recreation (sports) activities through Therapy
- Did lots of observations and documentation on clients to individualize their goals and accomplish them through Recreational Therapy

## Chemical Specialist/ Administration

June 2008 — February 2009

United States Army

- Trained for chemical emergency situations and learned the dangers of chemical warfare
- Trained on effectively decontaminating a danger area and evacuation procedures
- Learned how to communicate through certain channels through radios and encrypted emails
- Learned the importance of paper trail and documentation for company privacy and personnel sensitive information
- Learned how to do record keeping and purchase orders on military encrypted platforms

# Trainings

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- 16 week internship: created a program based on assigned client with interventions and tailored goals
- Cyber Awareness Certification: knowledge around encryption files, online viruses and safety software
- HAZMAT Readiness Certification: Certified to train soldiers/ employees on hazardous environments and how to contain a site that has been contaminated
- Preventative Maintenance and Services (PMCS) Data Sheet Training: maintained data for all equipment maintenance and proper protective equipment (PPE) when handling equipment
- Administration Support: support services such as food and equipment purchases, field trainings, classroom learning materials, personnel accountability and online support for administration purposes for Annual Training (three week periods from 2009-2018)