

# Sarai Alhasawi

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## Objective

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Searching for Project Coordination or Administrative related to become an integral part of the team with my strong background in communication, organization, project management and comprehensive computer and technical 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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### Technology & Digital NEOM

April 2021 — July 2021

Project Coordinator/ Executive Assistant

- Scheduled meetings with internal and external parties
- Coordinated project meetings, workshops and site visits
- Spoke with vendors regarding term sheets and other contracts for potential services
- Created Excel spreadsheets and Planner to keep track of action tasks within the team
- Organized daily team meetings to keep track of deliverables and deadlines.
- Utilized ERP systems for business travel and expenses (including financial plans and budget spending)
- Utilized Adobe Sign for NDA's (Non-Disclosure Agreements) for potential and current clients/vendors
- Organized and corresponded to emails on behalf of the Executive
- Daily report to Executive regarding project updates, taskings and progress

### Al Hammad Academy

October 2019 — October 2020

English Teacher

- Taught English and Social Studies with American Academic Curriculum
- Communicated with Parents through ClassDojo, Classera and Microsoft Teams Platform
- Kept documentations of behavioral and academic progress of 25 students
- Created a Teachers Guide to help future Teachers become successful when hired on

### United States Army Transportation Company

June 2008 — June 2019

Chemical Specialist/ Administrative Supervisor

- Created controlled documents for equipment, maintenance, personnel and purchase orders for company necessities
- Utilized Microsoft 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
- Maintained a yearly financial plan of \$200,000 for equipment, maintenance, expenses and trainings
- Organized class/ field training from beginning to end and conducted after-action review for improvement

- 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

## Highlights

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- MS Suite proficiency
- Exceptional Communication skills
- Fluent in English (speaking/ writing)/ Arabic (working knowledge)
- Financing and budget plans
- Project Management skills
- Ability to multi-task/ attention to detail
- Fast learner
- Proven Leadership skills
- Superb Customer Service/ passionate team player
- Equipment quality and performance/ Inventory
- 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
- Financial Plan/ Quality assurance/ Inventory: Learned how to maintain a financial plan through budgeting and expense control. Also, maintaining inventory for accurate accountability and overspent situations.
- Procurement: Utilized Analytical skills to evaluate a list of potential sub contractors to provide specific services for the Military
- 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)