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| May Alrajhi Project Coordinator Experienced in program-creation and delivering with a working history in the project management industry. Translation (Arabic - English), Event Management. Strong communication and professional in cultural differences with an MBA focused in International Business. Birthday August 30, 1990 Contact PHONE:  0559809007  EMAIL:  [Mayalrajhi9@gmail.com](mailto:Mayalrajhi9@gmail.com) |  | EDUCATIONSwiss Business School (November 2019- October 2020) MBA “International Business” University of Dammam, College of Arts 2009- 2014) Bachelor of art in English Literature WORK EXPERIENCEThe Consultants- [Project Coordinator] 2017– Present   * Logistics. * Organized events. * Managed a STEM program. * Managed a mechanical engineering and robotic training program. * Covered HR’s tasks, such as: recruiting and interviewing. * Content Writing. * Translation. * Social media communication.  Al-Aziziah Private School - Future Creators School [Teacher] 2014–2017   * Taught grammar, reading, writing, and spelling to elementary grades. * Created curriculums for all elementary grades. * Put on plans for the evaluation of the students. * Arranged events in and out of the school.  Courses  * An infographic and a photoshop course. * A program entitled *Introduction of Information Technology* at Al Khaleej Training and Education company. * An introduction to Human Resources Specialist. * PMP course.  Skills  * KPIs * Content writing (Arabic- English). * Translation. * Public speaking. * Storytelling. * Leadership. * Event planning and organizing. * Social media |