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Leena Althekair

Jeddah, Saudi Arabia

PROFILE

An ambitious pursuer and eager learner who thrives in challenging the status quo.

Evidenced by writing and self-publishing a novel at the age of fifteen, I aim to create a positive impact on any setting I inhabit and stimulate new ideas in the world.

A computer science student at DAHU with versatile skills and exceptional personality keen to pursue new opportunities. I exhibit the ability to pick up new skills easily and therefore enjoy working in and is a great addition to any team and finding collaborative solutions to creative problems. I am defined by powerful motivation and the desire to discover.

EDUCATION

Dar Al-Hekma University (Aug 2021 – Expected Jun 2025)
BsC in Computer Science
Current GPA: A+

Dawhat Aljazeera Int'l School (Sept 2019 – Jun 2021)
American Diploma
Graduating GPA: 4.0/4.0

Manarat Int'l School (Sept 2009 – Jun 2019)
American Diploma
Average GPA: 3.9/4.0

SKILLS

- Proficient in Arabic and English
- Conducted several writing and novel-publishing workshops for teenagers
- Advanced writing; accurate and engaging diction
- Computer skills include standard Office apps
- Standard video-editing
- Prodigious group leadership
- Poised public speaking, effective presentation, and successful crowd engagement

HOBBIES & INTERESTS

- Writing: short stories for various target audiences as well as novellas.
- Reading: preferred genres include sci-fi, psychology, biographies, fiction, and classics.
- Volunteering: around university or the city as a form of micro social entrepreneurship.
- Crafts Work: including crochet, painting, fashion design & sewing, model construction.
- Self-Development: avid workshop attendee

EXPERIENCE

Saudi Ground Services - IT Training (Jun - Aug 2022)
Responsibilities:-
- activate and manage biometrics for seasonal employees
- helpdesk support for employee laptops
- managing purchase orders and requests via SAP ERP and FIORI
- data cleansing and standard database creation and management
- dashboard upkeep via Office for Business apps (PowerApps, Power BI, Power Automate)
- creation of detailed and organized documentation for handover and reference

Achievements:-
- created CEO Dashboard for daily updates
- certificate of appreciation
- created application for daily data log
- contributed to the success of Hajj season 1443

Annual Summer Family Camp (Jul 2017 – Present)
- Prepare weekly activity schedules for various age groups relating with the theme of the week
- Manage children with different needs and provide interesting and educational projects
- Establish class discipline in a comfortable and fun learning environment

ACHIEVEMENTS

- Mawhiba Summer Camps (2015-2018)
- Mawhiba Leaders Bootcamp (2018)
- Self-published author of the MG novel Foreshadow (2018)
  (available on Amazon.com)
- Guest speaker at the Makkah Cultural Forum (2018)
- Tamayyuz National Recognition Award for Excellence (2018)
- Oxford Summer Course – Creative Writing (2019)
- Student Body President at DJIS (2019-2021)
- Interviewed on Saudi FM – Friday Night show (2021)
- Graduate of the 2-year MISK College Prep Program (2021)
- Won third place at the JIC ICAISC Drone Competition (2023)
- Student Council Public Relations (2022/23)
- DAH FuturisTech Club President (2023)