

# K h a w l a   A l w a h a i b

PMP® MSc Entrepreneurship and Innovation Management

Impact-driven and entrepreneurial HR Professional with interest in organizational change and development.

## E D U C A T I O N

**2021 - 2022 • Queen Mary University of London**

MSc Entrepreneurship and Innovation Management - Grade: Distinction

Excellence Track Scholarship

Modules include: Leading Organizational Change • Strategic Management • CSR & Business Ethics • Social and Sustainable Innovation • Research Methods for Management • Business Ecosystems

**2011 - 2015 • King Saud University**

BA English Literature and Linguistics - Grade: 4.19/5

Modules include: Linguistics • Phonetics • American literature • Style and Discourse • Writing in Research • Morphology

## R E S E A R C H   S K I L L S

- Qualitative Interviewing: 7 participant interviews
- Qualitative survey design: 3 surveys, sample size 38 participants
- Document review: organization policies and reports
- Content and thematic data analysis using NVivo 12
- Application of scientific theory to qualitative data
- IELTS (8.0) L 8.0, R 9.0, W 7.0. S 7.0

## E M P L O Y E M N T   (6+ YRS)

**2022-present**

**Almojel - Riyadh, Saudi Arabia**

Sr. HR Officer

- Policy development and implementation
- Managed recruitment from JDs to offboarding
- Managed all day-to-day HR activities

Skills:

Organizational development, succession planning, HR operations, recruitment

**2018-2020**

**SICE King Saud University for Health & Sciences - Riyadh, Saudi Arabia**

Human Resources Manager

- Managed all day-to-day HR and GR activities
- Improved on existing policies and procedures and controlled implementation
- Managed all phases of recruitment for over 20 recruits

Skills:

Decision-making, HR operations, leadership, talent acquisition, GR

- 2017-2018      Talat School (non-profit) - Riyadh, Saudi Arabia**  
Community & Children Librarian
- Planned and delivered the Community Library Project: to open the school library to the community
  - Developed & managed a pipeline of Community Library volunteers
- Skills:  
Project management, recruitment, problem-solving, leadership
- 2016-2017      Dur Hospitality - Riyadh, Saudi Arabia**  
Administrative Assistant - Hotel Operations HQ
- Liaised between hotel operation department and hotels
  - Managed office, scheduled meetings, and followed up on deliverables
  - prepared, organized, and stored information
  - Arranged travel and accommodation
- Skills:  
Problem-solving, organization, communication, bookkeeping, office administration.

## ENTREPRENEURSHIP

- 2021-Present      Portia's - Riyadh, Saudi Arabia**  
Founder  
*www.portiascatsitting.com*  
Pet tech and social innovation

## VOLUNTEERING

- 2021-2022      FoodCycle (non-profit) - London, United Kingdom**  
Hosting Team Member
- Worked with the project leader to set up the hall space.
  - Sorted and bagged surplus food.
  - Served community members their meals and designated food bags.
- Skills:  
Building networks, problem-solving, teamwork, project planning, communication
- 2015-present      RiyadhCats (non-profit) - Riyadh, Saudi Arabia**  
Event Manager & Adoption Counsellor
- Manage monthly adoption events to place over 200 rescue cats in adoptive homes annually.
  - Manage relationships with stakeholders and venue sponsors.
  - Screen, interview, and recruit 50+ volunteers annually.
  - Design and implement adoption processes and policies.
  - Design and implement volunteer policies and manuals.
- Skills:  
Fundraising, building networks, problem-solving, interviewing, policy-design, communication, leadership, recruitment

**2021-2022      Queen Mary University of London - London, United Kingdom**  
Garden Team Member

- Maintain healthy foliage around the university campus: trimming, pruning, mulching, and weeding.
- install new plantings in garden beds.

Skills:

Building networks, teamwork, communication

**2015      Billie & Scooter (non-profit) - Riyadh Saudi Arabia**  
Translator

Translated a children's book from English to Arabic on animal welfare. Sold at Riyadh International Book Fair 2015.

Skills:

Translation, communication, building networks

## TRAINING

**2019 • SEA Germany**

Enabling Entrepreneurs to Shape a Better World

## CERTIFICATES

**2020      Project Management Professional (PMP®)**

Project Management Institute 2020

**2017      Child Development Associate (CDA®)**

Council for Professional Recognition 2017

## AWARDS

**2022 • Queen Mary University of London**

Bronze Volunteering Award

**2015 • King Saud University**

Student Speaker Award

## REFERENCES

**Professor Guiliano Maileli**

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