

# ANOUD ALQASEM

## PROFESSIONAL SUMMARY

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. Organized and dependable candidate. Willingness to take on added responsibilities to meet team goals.

## EDUCATION

**American University Washington College of Law**, Washington, DC  
**Master Of Laws**, Intellectual Property Law and Technology

**Princess Nourah Bint Abdul Rahman University**, Riyadh, Saudi Arabia  
**Bachelor of Laws**

**Kingdom School**, Riyadh, Saudi Arabia, Saudi Arabia  
**High School Diploma**

## WORK HISTORY

**CONTRACTS OFFICER**  
**Citiscap LLC**, Riyadh

- Oversaw daily operations and contract management for site teams.
- Handled official documents to maintain privacy, authenticity and accuracy.
- Created legal documents and contracts for official use.
- Observed official policies and procedures to be fully compliant.

**LEGAL INTERN**  
**Faisal Alhrabi Law Firm**, Riyadh

- Gained vast knowledge of regulations and policies associated with corporate law.
- Conducted legal research and drafted official documentation.
- Reviewed legal documents for accuracy and compliance.

**VOLUNTEER**  
**Al Nahda Philanthropic Society For Women**, Riyadh

- Carried out day-to-day duties accurately and efficiently.
- Quickly learned and applied new skills to daily tasks, improving efficiency and productivity.
- Successfully delivered on tasks within tight deadlines.

**REPRESENTATIVE**  
**Glowork Recruitment Agency**, Riyadh

SKILLS	• Time management	• Communication skills
	• Problem-solving	• Legal Research

LANGUAGES	Arabic	C1	English	C1
	Advanced		Advanced	

REFERENCE	Citiscap
	Mr. Saud Alayaar. salayyar@citiscapksa.com <b>Washington college of Law</b> Professor Christine Haight Farley. cfarley@wcl.american.edu