

# Maha Albalawi

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## Objectives

- ◆ To find an exciting and challenging role at your reputable organization
- ◆ To leverage my strong team working and interpersonal skills through working effectively and collaboratively
- ◆ To advance my skills and pursue a long-term growth career
- ◆ To demonstrate my ability to adapt and learn quickly within a dynamic environment
- ◆ To utilize my academic background, training and work experience for the purpose of completing all tasks and duties with attention to details
- ◆ To work with integrity, self-determination and commitment to excellence

## Education

### Master of Arts in Mathematics – 2017

*Morgan State University, USA GPA(3.90/4)*

- Completed all requirements and graduated with strong standing
- Enrolled in many elective course from diverse curricular backgrounds to diversity my exposure and knowledge
- Practiced my team working and interpersonal skills through group and team work
- Strengthened my verbal communication skills by presenting and completing public speaking assignments

### Bachelor of Science and Education in Mathematics - 2008

*University of Tabuk, Saudi Arabia GPA( 80.20/100)*

## Training & Workshops

Completed workshops and professional training programs in the following areas:

- Intensive English training at OPIE / Ohio University
- Entrepreneurship for the 21<sup>st</sup> century – Lawrence Technological University
- Learn six sigma greenbelt – Lawrence Technological University
- Leaders preparation course
- Critical thinking – Lawrence Technological University
- Risk management – Lawrence Technological University

- Supply chain management – Lawrence Technological University.
- International technology.
- Human resources career development.
- Effective communication skills and body language.
- Content marketing online.
- Project Business Management (PBM).

## Teaching Experience

- Lecturer, September 2021-present, *Fahad Bin Sultan University, Tabuk, Saudi Arabia.*
- Taught Courses: Math Principle I, Math Principle II, Calculus I, Differential Equations, Discrete Mathematics, and Linear Algebra and Numerical Techniques

## Experience & Volunteering

- Coordinator 2020 (*Princess Alanoud Foundation*)
- Executive Secretary 2020(*Tabuk Association for Voluntary Work*)
- Customers service 2019(*King Abdulaziz Charitable Society*)
- Adviser 2018(*Tabuk Association for Voluntary Work*)

## Skills & Activities

- ♦ Strong reading, writing and speaking skills in English
- ♦ Expertise in various computer software and applications
- ♦ Demonstrated team working and collaborative skills
- ♦ Proven time-management and task prioritization skills
- ♦ Passion for life-long learning through the completion of various training programs
- ♦ Appreciation of team work and work ethics
- ♦ Understanding of risks associated with every task and duties
- ♦ Ability to obtain external resources and knowledge by searching the internet and journal browsing
- ♦ Solid written skills and ability to produce reports and presentations with high quality