

## **Haya Al-majed**

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### **Qualifications summary**

Independent, knowledgeable, experience with research, teamwork, leadership and influence skills, effective communication skills, management experience, interested in discovery and innovation, continuously developing my skills and engaging with society, experience with planning and implementation, work well under pressure, experience with workforce development and active fieldwork.

### **Education**

Diploma degree in English language at Imamu University. Sep 2018 - Jun 2020

Bachelor's degree in Chemistry at King Faisal University. Sep 2007- Jul 2010

### **Work Experience**

**1- Nada AL Othman companies** Apr 2015 - Apr 2016

"Laboratory technician" Achievements: I was the planner and head of the entire women's department.

#### **Job Description**

Worked in a controlled setting to take production samples and analyzed them through chemical methods with centrifuges, measured PH, performed sugar analysis, worked on PHLC to analyze samples, and made periodic checks for products.

**2- Al Hussein & Al Afaliq Companies** Sep 2012 - Dec 2013

"Production supervisor", **Achievements:** I helped establish and develop the Women Section for AIUoin.

#### **Job Description**

Full supervision of the packing department of the company; the section contains 40 workers in different departments, products are distributed on production lines, and the group is divided to work with the men's section and the shipping department. Also scheduled meeting with the top management to make periodic meetings to facilitate work and develop a flexible plan with the department.

### **Achievements and Volunteer work**

- 1- Member of Saudi Inma, Supervisor Editor. Oct 2018 - Now
- 2- Cofounder of SNI (Saudi Nanotechnology initiative) Mar 2020 - Now
- Chair public relations & culture and awareness committee.

### **Training Courses**

- Laboratory competency requirements and auditing ISO170252017. Jul 2019
- Training course and passing in basic concepts of chromatographic techniques in applied scientific research. Sep 2019
- Assisted the training of female students in the systems related to the secretariat of Al-Ahsa practical training for 7 weeks.
- Training of Trainers in the Center for Future Development 30 hours training Augustus.
- The Role of Development in the Center of Professional Achievement in 23 days intense course held from Apr 2018 - Jul 2018
- Several courses:
- The 1st week is the role of communication skills in the field of work.
- The 2nd week is customer service training.

- The 3rd week is functional skills training.
- English language from the Center of the Neighborhood level 3 (A) within 2 months.
- Berlitz Institute of Languages in three levels for 5 months.
- Training 1 day on level 2 award in food safety for manufacturing on 16 April 2013.
- English Language Course 4 months and 2 weeks from 2010 to 2011 at the College of Applied Studies and Community Services at King Faisal University.