

Sarah Alhussain (PMP)®

Communications & Technical Writing

Language

English - Native

Arabic - Native

Skills

Computer skills: Microsoft Office Suite (PowerPoint, Word, Excel, Publisher) | Prezi | Web building (Wix + WordPress) | Adobe Acrobat Creative Cloud Suite.

Professional Skills:

- Excellent written and oral communication in both English and Arabic
- Time Management
- Ability to meet deadlines

TCM Skills:

- Website development
- Document Creation (all types of reports, and business communication including proposals and templates)
- Presentation
- Ability to work in international Environment
- Editing and Proofreading
- Book Reviews

Academic History

Indiana University Purdue

University Indianapolis (IUPUI)

MS in Technical Communication

2019 - 2022 | GPA: 3.9/4

- *Human Resources Graduate Certificate*
2022
- *Project Management Graduate Certificate*
2022

Indiana University

BA in English Technical and Professional Writing

2017 - 2019 | GPA: 3.98/4

King Faisal University

BA in English Language

2009-2014 | GPA: 4.78/5

Membership

Society for Technical Communication (STC)

2019 - Present

Project Management Institute (PMI)

2022 - Present

Certifications

Project Management Professional (PMP)®

2022

Contact

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E-portfolio: <https://sarahalhussain.wixsite.com/website-1>

Experience

Hobart Family YMCA

Editor Internship| 2018 - 2019

Details

- Created and edited business-related documents for campaigns, guides, members' handbooks, policies and procedures, and blog posts.
- Designed brochures, instruction manuals, and campaigner's guide.
- Participated in promoting programs as part of the marketing campaign.
- Developed and edited website content.
- Designed and gave PowerPoint presentations.
- Ensured that all project goals schedules and documentation were clear and met deadlines.
- Maintained templates for various types of proposals, reports, and other documentation including membership renewal forms, and services provided forms.

HIH Contracting Est.

Technical Communicator| 2015-2021

Details

- Developed and facilitated presentations and meetings.
- Created and maintained blogs, posts, and social media advertisements.
- Edited and proofread all documentation including facts cross-checking before publishing.
- Conducted weekly meetings to discuss business needs and development.
- Wrote contract agreements between clients and the organization.
- Conducted interviews with potential employees.

Saudi Aramco Medical Services Organization via SRACO

Admin Clerk I| 2008-2008

Details

- Transcribed dictated medical documents such as admission reports, consultation reports, discharge summaries, radiology reports, and detailed operation reports into the SAP system.
- Inserted MDFD reports into the SAP system when needed.