

# Hatoon N. Jambi

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## EDUCATION

### King Abdulaziz University

Jeddah, Saudi Arabia

2015-2018

Bachelor in Law

**Relevant Coursework:** The foundations and skills of contract drafting by Dr. Omar Alkhouri (Saudi Center for Legal Research and Studies), Formulation of legal regulations and memoranda, Balance the inheritance of male and female.

## EXPERIENCE

### Saudia Aerospace Engineering Industries

Jeddah, Saudi Arabia

Senior Legal Consultant

Jan 2022 – May 2023

- Collaborated with cross-functional departments to identify and implement solutions for enhancing workflow efficiency.
- Managed website design and content development for the company's legal services.
- Oversaw workplace assault and discrimination complaint investigations.

### SAED International

Jeddah, Saudi Arabia

Senior Legal Advisor

Apr 2021 – Dec 2021

- Represented corporate entities at hearings and provided legal solutions.
- Conducted employee investigations to enhance understanding of situations for effective loss control.
- Conducted legal case studies and provided comprehensive insights to involved stakeholders.

### Electric House

Jeddah, Saudi Arabia

Legal Advisor

Apr 2019 – Apr 2021

- Drafted agreements, contracts, and various legal documents.
- Delivered legal consultation to achieve improved outcomes.
- Represented corporate entities in legal proceedings to optimize financial outcomes.

### Mohammed Bin Afif law firm

Jeddah, Saudi Arabia

Trainee Lawyer

Apr 2018 – Apr 2019

- Represented corporate entities and firm clients at hearings, effectively advocating for their interests and ensuring compliance with legal procedures.
- Drafted and negotiated contracts, agreements, and proposals, ensuring clarity and legal compliance to protect clients' interests.
- Utilized specialized legal software and databases to streamline case management, conduct research, and enhance efficiency in legal operations.

## ACHIEVEMENTS

### Vocal performance skills and professionalism (MEATD)

2023

### BLS Provider

2023

### STEP

2022

## SKILLS

**Technology:** Microsoft Office

**Languages:** (Fluent) English, Arabic **Interests:** Social Skills, public Speaking, Problem Solving and Management.