Raghad Abdullah AlZahrani

• Riyadh   • +966500178198   • raghadxiz16@gmail.com

SUMMARY

Recent Information Science graduate seeking to apply skills in information analysis, systems design, and data management. Eager to contribute innovative solutions and grow professionally in the Information Science field.

WORK EXPERIENCE

Film Commission - Cooperative Training Intern   **Jan – Jun 2025**

- Organizing and arranging audiovisual materials.
- Supporting digital transformation initiatives.
- Contributing to the improvement of information management systems.

Princess Nourah University (Central Library Archive)   **Jan – Apr 2024**

- Conducted electronic archiving tasks 30 hours.
- Processed document destruction for expired retention periods.
- Organized files and transferred data to electronic formats.

Web Programming Course Project   **Sep – Nov 2023**

- Developed a website using HTML and CSS.
- Contributed to designing a website that promotes hobby engagement and self-discovery.
- Created the homepage and interactive subpages as part of the project.

Ithra English Language Club (Human Resources Committee)   **Mar – Jun 2023**

- Prepared weekly reports of completed tasks 57 hours.
- Conducted personal interviews.
- Coordinated meetings, set up meeting links, and managed them.

Nazaha Club (Administrative Committee)   **Oct – Dec 2022**

- Accounted for weekly student hours (19 hours), Prepared and analyzed reports and surveys.

EDUCATION

Bachelor of Information Science   **2021 - 2025**
Princess Nourah Bint Abdulrahman University
Graduated with a GPA of 4.51/5.0, Honors

ADDITIONAL INFORMATION

- **Skills:** Proficiency in Microsoft Office, Digital Transformation Support, Planning and Organization, Information Analysis, Data entry, Information Management Systems, Team Collaboration.
- **Languages:** Arabic, English.
- **Certifications:** Various Short Courses, Empowering Women in Cybersecurity 9 hours, Misk Training Platform Badge, Information Infrastructure Library Program 12 hours.
- **Awards/Activities:** Standardized Test Completion February 2025, Skill Record Completion: June 2024 (Successfully completed all tasks and requirements for the skill record), Second Scientific Forum for Courses: November 2023 (Nominated to present a web programming course project).