

Nora Alhudaib

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Career Summary

Organized and detail-oriented professional with experience in coordination, and administrative support. Skilled in communication, planning, and event organization. Seeking a position as an Administrative Assistant or HR Coordinator to contribute to organizational success and professional growth

Al Hussan International School, Dammam • Math & Science Teacher

01/2024 – 06/2025

- Managed a classroom of 25+ students and consistently achieved academic goals.
- Organized a science fair that included over 100 students and parents.
- Introduced digital quizzes using Google Forms to track learning progress.
- Developed individualized support plans for underperforming students.
- Designed a specialized curriculum focused on strengthening students' character and self-confidence; the program was recognized and officially implemented as part of the school's educational strategy.
- Took initiative in organizing academic schedules and exam logistics for the primary section.

Rowad Alkhaleej International Schools, Dammam • English Teacher

02/2023 – 12/2023

- Designed interactive lesson plans that increased student participation.
- Led a reading club that improved students' vocabulary by 30%.
- Collaborated with colleagues to redesign the English curriculum for more modern relevance.
- Initiated student-led presentations to build public speaking confidence.
- Coordinated the English department's internal events and managed communication between staff and parents.

New You Gym, Alkhobar • Marketing & Sales

10/2022 – 01/2023

- Boosted gym memberships by 20% through strategic client engagement campaigns.
- Managed social media accounts and improved post engagement by 50%.
- Designed promotional flyers that were distributed in nearby universities and cafes.
- Created a new onboarding script for reception team to improve customer experience

Almoosa Health Group, Alhassa • Training & Development Coordinator

01/2021 - 03/2021

- Coordinated over 15 training workshops, resulting in improved staff development outcomes.
- Created an efficient scheduling system that reduced last-minute cancellations by 40%.
- Developed feedback forms and tracked learning KPIs to improve program quality.
- Introduced a digital documentation system for tracking employee certifications.

Education

King Faisal University , Bachelor of English Language – (2017 – 2020)

Courses & Certificates

- 2020 - Administrative Supervision
 - 2021 - Excel Workshop held by Ethrai
 - 2021 - Business Email Workshop
 - 2021 - Communication & Conflict Management
 - 2023 - Effective Learning Course held by Khalij Training Institute
 - 2023 - English National Exam (STEP): 98%
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Skills

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| • Office Administration & Scheduling | • Operational Support & Task Tracking |
| • Event & Meeting Coordination | • Basic Customer Service |
| • Microsoft Office (Word, Excel, PowerPoint) | • Workplace Confidentiality |
| • Google Workspace (Docs, Sheets, Drive) | • Familiarity with Aviation |
| • Business Email Writing & Formatting | • Flexibility with Shifts and Work Hours |
| • Social Media Management & Content Creation | |
| • Reporting & Documentation | |

Soft Skills

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| • Effective Communication | • Conflict Resolution |
| • Time Management | • Cultural Sensitivity |
| • Problem Solving | • Attention to Detail |
| • Adaptability under Pressure | • Professionalism |
| • Teamwork & Collaboration | |
| • Leadership Potential | |
| • Emotional Intelligence | |