

# SARA ALI ALSHAHRANI

## CONTACT INFO



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## PROFILE

I am a dedicated English Language student with a strong passion for communication, organization, and continuous development. I am highly organized, punctual, and thrive in interactive environments that encourage teamwork and creativity. I approach tasks with a proactive mindset and enjoy exploring new experiences that contribute to my academic and personal growth. I am eager to apply my skills and expand my knowledge through future opportunities.

## EXPERIENCE

### **Administrative Intern – Military Hospital *Armed Forces Hospital***

Duration: 6 months

During my internship at the military hospital, I was responsible for entering and managing data with accuracy and attention to detail. I also worked at the front desk, where I welcomed and assisted beneficiaries, helping to ensure smooth and efficient service. This experience enhanced my communication skills and gave me a solid understanding of administrative workflows in a healthcare setting.

### **Voluntary Activities & Projects**

I have actively participated in various student and community activities, which allowed me to develop leadership and teamwork skills. I delivered English language courses both in person and online, helping learners improve their language proficiency. Additionally, I launched and manage an educational Telegram channel focused on teaching English grammar and sharing helpful tips.

## EDUCATION

### **Bachelor's Degree in English language**

I hold a bachelor's degree in English Language, where I gained strong competencies in communication, academic writing, and linguistic analysis. My studies included a wide range of subjects such as linguistics, literature, translation, and applied language skills. Throughout my academic journey, I participated in presentations, group projects, and language-based research, which enhanced both my written and spoken English abilities. My education has prepared me to contribute effectively in fields related to communication, education, and language services.

## SKILL

- Time management
- Communication skills
- Team collaboration
- Data Entry & Microsoft Office
- Customer service
- Content creation
- English language teaching
- Adaptability