JOUD F ALAYED

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EDUCATION

Sep 2020-May 2024

Bachelor's Degree of Arts in Law
Prince Mohammad Bin Fahd University
GPA: **3.96/4** | First Class Honors Graduate | Dean's List Student

WORK EXPERIENCE

June 2023-Aug 2023

Aramco, Project Control Division | Legal Intern

- Drafted legal memorandums to support the reallocation of budget authorizations between contractors, ensuring legal and procedural compliance.
- Assisted in managing the full contract lifecycle, including pre-bid, bidding, and post-bid phases by identifying and resolving legal and procedural issues.
- Monitored contractor compliance with safety and regulatory requirements, supporting enforcement actions in accordance with internal legal procedures.

EXTRACURRICULAR ACTIVITIES

- **Participant, 4th Moot Arbitration Competition, Saudi Center for Commercial Arbitration (SCCA):**
- Submitted legal memorandums to the arbitration panel; demonstrated strong legal research, analysis, and writing skills.
- **Law Club Member, Prince Mohammad Bin Fahd University:** Organized debates and outreach events to promote legal awareness and cross-disciplinary engagement.
- **Student Council Member, Prince Mohammad Bin Fahd University:** Coordinated university-wide events and represented student interests to senior leadership

PROFESSIONAL DEVELOPMENT

- **Contract Law: From Trust to Promise to Contract,** HarvardX, Harvard University, 2025
- **Corporate Governance and Compliance,** Saudi Law Conference, SLC Organizing Committee, 2024
- **MLC Global - Switzerland Negotiation and Mediation Training,** Pepperdine University Caruso School of Law, 2023
- **IELTS,** Overall Band Score: 7

SKILLS

Hard Skills :

- Legal Research and Analysis
- Legal Writing and Drafting
- Legal Translation (Arabic to English and vice versa)
- Proficiency in Microsoft Office

Soft Skills :

- Critical Thinking
- Attention To Detail
- Teamwork and Collaboration
- Effective Communication (Verbal and Written)

LANGUAGES

- English - Fluent
- Arabic - Native