RUBA ALWAFAEI

Jeddah, Saudi Arabia | Rubahosam484@gmail.com | LinkedIn: Ruba Alwafaei

PROFESSIONAL SUMMARY

Law student at the Business and Technology University in Jeddah with a GPA of 4.8/5.0. Academic and practical exposure to legal research, case analysis, legal drafting, and supporting case preparation. Interested in Saudi commercial and corporate law and seeking to continue developing practical legal skills.

PROFESSIONAL EXPERIENCE

Al-Hujailan Law Firm and Legal Consultations | Jeddah, Saudi Arabia

Volunteer | *3 months*

- Supported the legal team with general legal and administrative tasks as assigned.
- Assisted with legal research, reviewing documents, and organizing case-related materials.
- Observed professional legal workflows and developed familiarity with law-firm procedures.

Al-Hujailan Law Firm and Legal Consultations | Jeddah, Saudi Arabia

Cooperative Trainee | *3 months*

- Gained practical exposure to legal work in a professional law-firm environment.
- Assisted with legal research, document review, and preparation of legal materials under supervision.
- Developed skills in professional communication, legal organization, and case preparation.

EDUCATION

Bachelor of Law (LLB) — Business and Technology University – Jeddah | Expected 2026

High School Diploma — Coral International School

GPA: 4.8/5.0

LEGAL ACADEMIC EXPERIENCE

- Conducted legal research on Saudi commercial law and corporate governance.
- Reviewed and analyzed Saudi judicial precedents and court decisions.
- Drafted legal memoranda, case briefs, and structured legal reports.
- Participated in mock legal arguments and legal presentations.
- Applied legal reasoning and statutory interpretation to academic case studies.
- Assisted in legal document drafting and contract clause analysis.

CORE LEGAL SKILLS

Legal Research & Legal Analysis • Legal Drafting & Document Review • Contract Review and Clause Analysis • Legal Memorandum Preparation • Case Briefing and Case Law Research • Regulatory Compliance Research • Corporate and Commercial Law Basics • Sharia Law Principles • Legal Writing and Professional Correspondence • Legal Presentation and Communication

LANGUAGES

Arabic — Native | English — Professional Proficiency