

Name: Ghadah Nasser Ali Alasmari

Department: COLLEGE OF ADMINISTRATIVE SCIENCES

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Professional Summary

Lecturer of Criminal Justice with years of experience instructing, coaching, and leading in the public and private sectors. Expertise in locating solutions, sifting through specifics, and drawing reasonable conclusions. Self-motivated and quick to acquire new skills and responsibilities, strategic thinker and administrator. In addition to being proficient in legal research, international law, and the implementation of policies and procedures to maximize employee output, the candidate is adept at conducting audits of current procedures, making recommendations for enhancements, and implementing the policies and procedures. Seeking a position in a reputable firm where I may further expand my experience for the benefit of the company and its goal.

Qualifications

Master's Degree in International Law and Criminal Justice East London University | 2015

Bachelor's Degree in Law King Abdulaziz University | 2008

Other Activities

Academic Advisor

Administrative Sciences Faculty, Najran University | 2016, 2015, 2010, 2009

Assist students in establishing and accomplishing their educational goals. Advise students on the program's prerequisites and enroll them in the program.

Create student success action plans for students who are on warning/probation or who require further support.

Guide students through the material of their degree programs by conducting degree audits.

Maintain applicant information using a comprehensive electronic data system and enter all relevant notes into Salesforce/CRM.

Supervisor

National Center for Measurement and Evaluation | 2016, 2010

Contribute to the achievement of quality/management goals by ensuring that quality policies, procedures, and processes are adhered to.

Create compliance packages necessary for clients to lawfully register their units nationwide.

Verify references, type new applications, and print contracts for new clients to sign.

Draft advice memos and training materials for regulatory updates and amendments.

MBA Program Coordinator

Administrative Sciences Faculty, Najran University | 2016

Assist students with enquiries and complaints in a fast and professional manner and provide help on application completion and other concerns. Demonstrate and convey to prospective and current students current, detailed, and correct understanding of university rules, Title IX, and state requirements.

Be accountable for the management and maintenance of current participant programming, as well as the creation of new participant programming.

Conduct research and collaborate on the formulation of grants to support programmatic needs and innovations.

Ensure that participant files are kept in accordance with federal, state, and local standards.

Academic Advising Vice President

Administrative Sciences Faculty, Najran University | 2010

Continue to participate in the progress of the business, the planning of future projects, and redesigns.

Conceptualize, plan, execute, and direct campaigns with a focus on achieving specified objectives in support of the strategic agenda. Oversee the creation and deployment of numerous application systems.

Examine proposed legislation, policies, and position statements, and make suggestions.

Lead identification of hazards and development of mitigating strategies.

Vice President of Student Affairs

Administrative Sciences Faculty, Najran University | 2010

Lead the division of student affairs, including financial aid, registration, student records, advising, off-campus services, student activities, and counselor service.

Adhere to established policies, procedures, and compliance standards to achieve an acceptable Audit rating.

Develop collaborative connections across academia and administration to institutionalize institutional progress by increasing donations and constituent relations for the college.