

## **Rasha A. Belbaisi**

Villa 27

Gate 234, Road SAR 1, Al-Markh 533

Kingdom of Bahrain

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### **Professional History:**

**Worked as a motivated lawyer, news reader & teacher, who thrived in a team oriented setting. Effectively communicated with members in a legal organization / working environment.**

### **Skills :**

- Fluent in English & Arabic.
- Arabic and English typing.
- Advanced word Processing.
- Highly skilled in oral presentations and public speaking.
- Great communication skills.
- Highly dependable.
- Expert in time management and problem solving.
- Enjoys team work.

### **WORK HISTORY:**

June 2013- Present

**Zu'bi and Partners Attorneys and Legal Consultants.**

#### **Responsibilities:**

- Working as a Legal Consultant and Legal Coordinator
- Litigation.
- Arbitration Intellectual Property, Trade Marks and Patents.

Aug 2000 – 2011

**Bahrain School, Bahrain**

**Senior Teacher-Arabic IB Department, Intercultural Education Head and Liaison.**

#### **Responsibilities :**

- Teaching Arabic as a Primary language and supervised students at all levels.
- Managed the Host Nation Program, where foreign students are introduced to the culture, history, and traditions of Bahrain through planning various activities such as giving presentations, inviting guest speakers, coordinating field trips and published school news in daily newspapers.
- Engaged in legal translation of official school documents, and provided legal opinions on school litigations.
- Arranged weekly/monthly department meetings, and minutes registration.

May 2009-July 2011

Bahrain Radio and Television.

Anchor news reader and language editing assistant.

Sep 99 – June 2000

Hasan Rahdi Attorney at Law & Associates, Bahrain

Attorney at law

**Responsibilities & Accomplishments:**

- Represented the firm in the Court of law with various civil corporate cases.
- Assisted in the legal formation of corporate representatives.
- Assisted in legal translation and legal research.
- Assisted in filing and legal documentation of the firm's clients.

May 98 – May 99

Al Khaleej languages & Computer Center for Girls

Riyadh, Saudi Arabia

English Instructor

- Instructor of TOEFL and college entry level composition exams.

Sep 96 – May 98

Najd International Schools

Riyadh, Saudi Arabia

English Instructor

- Instructor of TOEFL and English Curriculum for High School levels.

Feb 94 – Sep 96

Sabah Beiruti & Associates,

Amman, Jordan

Attorney at Law

- In charge of documentation and legal translation for corporate contracts.

- Represented the firm in the court of law with various civil corporate cases.
- Assisted in the legal formation of the corporate representative.
- Assisted in the firm's filing and documentation.
- Contacted witnesses to testify under oath at court hearings.
- Developed a working relationship with courts, clients and attorneys.
- Assisted attorneys with reviewing and organizing witness reports.
- Reviewed, edited and proofread legislation for proper grammar, spelling, punctuation and formatting.

## **EDUCATION**

**Diploma in Education-Midtown University-USAJan,( 2013)**

**Attorney At Law (2<sup>nd</sup> in Jordan) 1996**  
Jordan Bar Association, Amman, Jordan

**Bachelors of Arts in Law (Dean's Honor List) 1994**  
University of Jordan, Amman, Jordan.

## **Professional Qualifications & Courses**

- U.S Department Of Defense Information Assurance Awareness, Yearly.
- U.S. Department Of Defence Standard Of Conduct Office "Ethics Training" , Yearly.
- U.S. Department Of Defence Anti Terrorism Awareness Training, Yearly.
- U.S. Department Of Defence Dependents Schools Office Of The Superintendent ISLES District Teachers Appreciation Week Honors, April 04.
- U.S. Department Of Defence Dependents School, Host National & Language Immersion Conference, Germany Nov 02
- Arbitration Workshop and training with the Jordanian Arbitration Centre( 6.07.13-21.08.13)
  - European Arbitration Association Workshop- Manama- Crown Plaza Hotel ( sep 4+5 2013 )
  - Arbitration Course- GCC Commercial Arbitration Centre- Manama/ Bahrain 19/10/2014-10/12/2014.