

HIBA JAMEEL

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SUMMARY

International Business & Project Development Professional with experience in identification and development of business expansion efforts for the oil and gas, construction (Project Support) and non-profit industries. Expertise in project management, operations support, legal affairs and research, business and operations analysis, oil & gas operations support and contract review, office management, corporate social responsibility, corporate government relations, corporate events planning, military and government contracting, political research and analysis, intelligence and risk analysis, translation, linguistics (Arabic-English-Spanish), intercultural relations, international non-profit relief functions. Highly skilled in translation and interpretation of contracts and legal documents, collaborative leader with excellent communication skills adept in coordinating internal resources and international partnerships towards completion of organizational initiatives and projects.

TECHNICAL SKILLS

Global business development.
Project management and support.
Customer Service & Human Recourses.
Client based databases.
Revenue and billing accounts analysis.

Non-profit and aid management.
Legal research and analysis.
Translation (Arabic English).
MS Office: Word, Excel, PowerPoint, Outlook
Guest Relations & Crowd Control at events

EDUCATION

Master of Arts – International Relations, Military Science, Finance & Business Law Courses, 2013
UNIVERSITY OF CENTRAL OKLAHOMA, Edmond, Oklahoma, Fulbright Scholar

Bachelor of Arts – Translation, English, Arabic, French, 2005
ALUMSTANSIREYYAH UNIVERSITY, Baghdad, Iraq

Graduate courses Public Administration, Public Budgeting and Finance, 2009
AMERICAN UNIVERSITY OF BEIRUT, Beirut, Lebanon

PROFESSIONAL EXPERIENCE

Administrative Assistant III
Lexis Nexis

2/2017-Present
Oklahoma City, Oklahoma, USA

- Researched legal information provided by courts and counties.
- Analyzed legal data and information.
- Audited legal research and analysis report.
- Updated database.

Paralegal
CONNER & WINTERS, LLP

6/2016-1/2017
Oklahoma City, Oklahoma, USA

- Analyzed different legal documents and financial records.
- Researched statutes, regulations, rules, judicial decisions, legal articles, treaties, constitutions and codes.
- Drafted discovery requests and responses, proposed orders and documents.
- Coordinated filing of pleadings, motions, briefs, proposed orders and other submissions with court clerk.
- Gathered and organized relevant documents and potential exhibits for review.
- Researched electronic litigation databases.
- Researched and obtained legal information and records from local authorities, counties and court clerks.
- Reviewed local court rules and coordinates with court personnel.
- Assist attorneys with case related financial and legal analysis.
- Compiled records for appeals in state and federal courts.
- Sorted and reviewed documents intake provided by clients or opposing Counsels.

Volunteer Services Specialist
AMERICAN RED CROSS

2-10/2014-2/2015-6/2016
Oklahoma City, Oklahoma, USA

- Orchestrated all facets of volunteer affairs including recruiting, orientation, and training and activity assignments for American Red Cross events.

- Managed administrative functions including volunteer application assistance, background checks and analysis of volunteer capabilities.
- Establish and cultivate liaisons in corporations across Oklahoma to foster participation in the Ready When the Time Comes Program which establishes an ongoing bank of trained volunteers for critical disasters; prepare and deliver persuasive presentations.
- Coordinated volunteers for the Lawton and Fort Still Military Base branches; provided assistance with Lawton area for volunteers administrators while shortage in staff.
- Provide volunteer support including trouble shooting volunteer and prospective volunteer concerns and questions with full understanding of agency policy and operations.
- Successfully managed projects: the Found Persons' Booth project for the State Fair; oversaw recruiting and activity assignment for approximately 100 volunteers to assist with project which was completed on time and under budget.

**Oil & Gas Auditor
MARTINDALE CONSULTANTS**

**8-12/2013
Oklahoma City, Oklahoma USA**

- Performed auditing functions for oil and gas invoices related to rig hauls, drilling, overhead day expenses, taxes, billings, bit charges and AFEs.
- Analyzed and interpreted contracts which included pricing agreements, reviewed well and financial data to ensure all parties adhere to the signed agreement; reviewed invoiced tax rates and tax exceptions on equipment and services.
- Eliminated errors and discrepancies relating to inaccurate taxation by hauling company to client for transportation.
- Recovered unrealized client income by reviewing royalty income statements for deductions greater than one percent of the paid royalty amounts.
- Verified invoiced values of tubular, tangible equipment, bits and AFE miscellaneous charges against the COOPAS Computerized Equipment Pricing System.
- Saved client approximately \$20K through discovery of wrongful charges for tubular not used at designated wells and reduced client operation costs by approximately \$300K through discovery of wrongful transactions; discovery resulted in further analysis of the billed costs with additional errors.

**Branch Manager/ Operations Officer
BEIT-ALHIKMA LEGAL FIRM, LLC.**

**1-7/2011
Baghdad, Iraq**

- Managed projects and operations.
- Managed corporate-government relations including filing for permits and registering investments; served as business promoter for events at embassies in Iraqi Greenzone.
- Researched government policies and regulations to allow firm to accurately advise clients.
- Coordinated client relations and business operations with local banks and accountants.
- Performed bookkeeping to monitor expenses, revenue, and profits.
- Translated Arabic documents and contracts to English for international partners.
- Translated English documents and contracts for Arabic clients.

**Operations & Project Support
GSI, INC.**

**12/2010 –7/2011
Baghdad, Iraq**

- Provided support to project operations.
- Established and cultivated relations with the Iraqi government to gain access to the highly guarded and regulated Greenzone in order to facilitate business operations including human resources, logistics and supply chain departments.
- Translated documents and contracts from English to Arabic and from Arabic to English.
- Facilitated communication between English speaking supervisors and Arabic business intermediaries, contractors and suppliers.
- Coordinated attendance functions for the International Business Council-Iraq; contacted local business owners and government officials to present invitations.
- Generated business revenue through promotion of company operations with project partners, service/product providers and potential clients at local and international levels.
- Completed and filed government applications for the use of construction materials from local suppliers into the Greenzone.

Sr. Personal Assistant**8/2010 –12/2010****HARLOW INTERNATIONAL****Baghdad, Iraq**

- Translated from Arabic to English contracts with the Iraqi Ministry of Foreign Affairs to refurbish the largest hotel in Iraq preparing for the Arab Summit.
- Managed the administrative and operation support team including HR and Accounting.
- Provided support to project operations including logistic support, documentation support and various project related tasks as needed.
- Established and cultivated relations with the Iraqi government to gain access to the highly guarded and regulated Greenzone in order to facilitate business operations including human resources, logistics and supply chain departments.
- Translated documents and contracts from English to Arabic and from Arabic to English.
- Facilitated communication between English speaking supervisors and Arabic business intermediaries, contractors and suppliers.
- Generated business revenue through promotion of company operations with project partners, service/product providers and potential clients at local and international levels.
- Coordinated the travel of executives, consultants, managers and workers including visa, travel and country entrance/exit paperwork and passport services.

Assistant Supervisor**10/2005 – 8/2010****IRAQI MINISTRY OF OIL BAGHDAD****Baghdad, Iraq**

- Performed government policy analysis and legal research using official legal publications and the United Nations Legal Database.
- Facilitated communications with international clients, litigators, advisors, personnel at U.S. Embassy in Baghdad, the Iraq Reconstruction Management office staff, and DOD personnel to coordinate operations with the oil ministry.
- Served as Media and Public affairs liaison for the Ministry's Inspector General Office and Legal Department.
- Translated technical documents, annual operations reports, transparency reports, and major supply and oil service contracts.
- Designated as Training & Media Department Coordinator for the Inspector General office; identified and submitted training opportunities to staff.
- Managed administrative functions including coordination and scheduling of travel, processing visas, data entry and documentation of ministry memos.
- Provided cultural advisement to Ministry's staff regarding international business operations.

INTERNSHIPS**International Business Development Intern****7/2012 – 1/2013****PENINSULA ENERGY, LLC****Oklahoma City, Oklahoma USA**

- Researched and analyzed international oil and gas markets for business and investment opportunities; identified potential projects in Ghana and Kenya.
- Identified business opportunities through networking and collaboration with project partners, service and product providers and potential clients; identified potential international business facilitators and partners.
- Facilitated business expansion efforts by orchestrating establishment of offices in Dubai and Ghana.
- Established overseas communications with potential clients and distributors to develop new ventures in Eastern Africa and the Middle East.
- Developed and implemented marketing ideas and strategies.
- Researched and prepared reports on business environments, business processes government relations and regulations.

International Operations Support Intern**2/2014****Institute for Economic Empowerment of Women IEEW****Oklahoma City, Oklahoma USA**

- Established &Facilitated introductions and communications among US mentors and international business women in **Afghanistan and Rwanda**, provided linguistic analysis to an audiovisual report participants provided for their country's media about the organization program (Dari language beginner understanding).
- Supported the organization's projects and operations by performing miscellaneous tasks including strategic planning, communication, cultural and operational insight, paperwork, meetings and computer work.
- Assisted with events planning and execution.
- Currently volunteering performing the same tasks.

ADDITIONAL EXPERIENCE

Diamond Consultant Zales Jewelry	2/2017-Present Oklahoma City, Oklahoma USA
Adjunct Arabic Instructor / International Students Assistant UNIVERSITY OF CENTRAL OKLAHOMA	1/2011 –12/2013 Edmond, Oklahoma USA
	<ul style="list-style-type: none">• Provided under-graduate instruction of the Arabic language.• Administrated the Client Assistant Database for the Office of Global Affairs.
Event Guest Relations Representative SMG	10/2014-2/2017 Oklahoma City, Oklahoma USA
Sales Associate Lerner New York&Co.	12/2013-3/2015 Oklahoma City, Oklahoma USA
Invigilator ELS/Oklahoma City University	6/2014-present Oklahoma City, Oklahoma USA

PROFESSIONAL TRAINING

Advanced English Business Communication	Project Management Training (Oklahoma City University)
Operations Management	Public Budgeting and Finance
Human Resources & Customer Service	Operation Volunteer Placement
Disaster Response	Volunteer Administration
International Law	Public Affairs
Academic English and Writing	International Business
Legal Support	Policy Analysis (academic and Oklahoma Policy Institute)

ADDITIONAL INFORMATION

MOOT COURT

As a part of International Law course requirements at the University of Central Oklahoma, I played the role of the plaintiff state attorney. I represented a state that took its case against another state to the International Criminal Court. There were two mock attorney representatives including myself. The research and the argument I prepared helped my mock country win the case. Took place in spring 2013.

Reference: Dr. Louis Furmanski: lfurmanski@uco.edu.

PROFESSIONAL AFFILIATIONS

American Translators Association (ATA), Member.
PMI, OKC: Project Management Institute, Board Member
United Nations US Institution, Member
Oklahoma Foreign Language Teaching Association, Member
Young Professionals in Energy YPE

COMMUNITY INVOLVEMENT

Oklahoma City Public Schools: Arabic Interpreting volunteer.
Institute of Economic Empowerment of Women (IEEW), Intern/Volunteer
Raindrop Turkish House, Board Member
Boulevard Rotary Club, member, 2012 – 2013
American Red Cross, Volunteer: Disaster Services, Volunteer Services, Service to the Armed Forces, International Services

PUBLICATIONS

- Mustangs Journal of International Business and Social Studies, *Ghana: Country Review and Business Environment*, 2013.
- The Researcher Multidisciplinary Journal: Research Note: *The Role of Women in Economic Development*, 2014.
- Presented research at University of Central Oklahoma annual symposium: US-China Oil & Gas Relations 2012, & Women and International Economic Development 2013
- Tate Publishing, *Pogo Entertained*. 2015