**Curriculum Vitae**

**Name**: Douaa Sabah Mahdy AL Roubaiy.

**Date of Birth**: 19/07/1988

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Education:

* Bachelor’s degree in Political Sciences from the Lebanese University 2017.
* Bachelor’s degree in Sciences Law from the Lebanese University 2013.
* 2018-2019: The second year of master’s Political Sciences at Lebanese University.
* 2014-2015: Second year of master “International Organizations” studies at Lebanese University.

Languages:

* English language: good in speaking, reading, and writing.
* Arabic language native language.
* Computer language: Excellent in windows, word, Excel, PowerPoint, SharePoint, and internet search.

Experience:

06/2013 till 12/2015 at Elias Nohra Law Firm as a Trainee Lawyer

* Conducted legal intake and case screening with new clients.
* received new client interviews and drafted brief legal cases.
* Examined legal cases and drafted analysis reports.
* Documented legal cases according to the dual archive system hard and digital copies and
* Answered clients’ concerns and provided them with legal cases process timeframe.

Since 01/2016, I have been working as a freelance researcher.

* conducting studies into various aspects based on clients’ requests.
* Writing proposals and delivering presentations when required.
* Reviewing academic articles, research, and studies and providing clients with suggested amendments.
* Providing peer review studies to the academic thesis.