

# ABDULRAHMAN ALGHANMI

## CONTACT

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## EDUCATION

### UTAH VALLEY UNIVERSITY

- Bachelor of Arts in Political Science  
2018 - 2023 | GPA: 3.42/4.0

### UTAH VALLEY UNIVERSITY

- Associate in Arts in Humanities and  
Social Sciences  
Awarded May 2022

## SKILLS

- Regulatory Compliance Auditing
- Cross-Cultural Communication
- Strategic Thinking & Policy Evaluation
- Internal Control Assessment
- Public Speaking & Presentation
- Conflict Resolution

## TRAINING & CERTIFICATIONS

- Code of Conduct and Work Ethics – Saudi Institute of Public Administration (Jan 2024)
- Emotional Intelligence – Saudi Institute of Public Administration (Feb 2024)
- Effective Communication Skills – Jeddah Second Health Cluster (May 2024)
- Health Project Management – Qosco (May 2024)

## LANGUAGES

- Arabic - Native
- English - Fluent
- Spanish - Basic

## PROFILE SUMMARY

A dedicated professional with experience in internal auditing, human resources, and public relations within the healthcare sector. Strong background in compliance, employee relations, and organizational communication, with a focus on improving processes and ensuring alignment with regulatory standards. Contributed to global advocacy efforts recognized in the U.S. Congressional Record (Vol. 165, No 40) by Congressman Ben McAdams. Participated in high-level discussions at the United Nations during CSW63 and CSW65. Currently working in the Internal Audit Department at Jeddah Second Health Cluster, with proven ability to support operational integrity, accountability, and continuous improvement.

## WORK EXPERIENCE

- Jeddah Second Health Cluster | Internal Audit Specialist |**  
**Oct 2023 – Present**
  - Appointed by the CEO to serve on the Discipline Committee (2024-2027), reviewing misconduct cases and enforcing ethical standards
  - Conduct audits to ensure compliance with internal policies and regulatory standards.
  - Analyze results, recommend process improvement, and support corrective actions.
  - Collaborate with departments to promote best practices and operational integrity.
- Rabigh General Hospital | Public Relations Specialist |**  
**May 2023 – Oct 2023**
  - Built relationships with government agencies and community partners.
  - Led public health awareness campaigns and developed engaging content for public outreach.
  - Represented the hospital in external events and media appearances.
- Rabigh General Hospital | Human Resources Officer |**  
**Jan 2011 – May 2014**
  - Maintained and updated employee records in compliance with hospital policies.
  - Supported HR functions including benefits, policy communication, and grievance handling.
  - Prepared contracts, leave requests, and performance evaluations.

## HONORS & ACHIEVEMENTS

- United Nations Commission on the Status of Women – Participated in CSW 63 and 65 discussions on gender-related policies and sustainable development initiatives.
- Certificate of Excellence – Awarded by the CEO of Jeddah Second Health Cluster for outstanding contributions (2024)
- Dean’s List (Twice) – Recognized for academic excellence.
- Volunteer Service – Completed over 1500 hours of community service in various initiatives.