

Curriculum Vitae

Abeer Yousef Nassar

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PROFESSIONAL SUMMARY

Dynamic and results-driven legal professional with a Master's Degree in Business Law and a proven track record in human resources management within the hospitality sector. Possessing robust analytical skills and a comprehensive understanding of legal concepts, policy development, and employee relations. Fluent in English and Arabic and conversational in Spanish, I thrive in high-pressure environments and am dedicated to fostering a collaborative workplace culture. Committed to leveraging legal expertise and HR experience to drive organizational growth, enhance employee engagement, and ensure compliance with regulations.

EDUCATION

Master's Degree in Business Law

Al Ahlyeh, Jabal Daher St., Bethlehem, Palestine

February 2022 – July 2024

Bachelor's Degree in Law

Al Ahlyeh, Jabal Daher St., Bethlehem, Palestine

March 2019 – January 2022

Bachelor of Arts in Business Administration

Major: Hotel Operation and Management

Penn Foster Career School, Pennsylvania, USA

January 2012 – February 2016

Professional Secretary Diploma

Penn Foster Career School, Pennsylvania, USA

August 2007 – April 2009

General Secondary Education Certificate (Tawjihi)

Shepherds High School, Beit Sahour, Palestine

September 2005 – May 2006

PROFESSIONAL EXPERIENCE

Legal Associate

Amaya Law Firm, Bethlehem, Palestine

February 2022 – November 2024

- Conduct comprehensive legal research and analysis to support case strategies, resulting in successful outcomes for clients.
- Draft key legal documents, contracts, and correspondence, ensuring meticulous attention to detail and adherence to legal standards.
- Facilitate client consultations, effectively communicating complex legal concepts to enhance client understanding and trust.

Human Resources Manager

The Diamond Hotel, Bethlehem, Palestine

August 2016 – November 2020

- Championed HR policies and strategies that led to a 20% increase in employee retention through enhanced training and development programs.
- Streamlined recruitment processes, reducing time-to-hire by 30% while improving candidate quality and diversity.
- Implemented performance management initiatives that elevated team productivity and satisfaction levels, fostering a culture of accountability and excellence.

ADDITIONAL TRAINING

- **Spanish Language Course & Arbitration Course** (Expected Completion: January 2025)
 - **English/Arabic Translation Course**
Bethlehem University, Bethlehem, Palestine (August 2016)
 - **Neuro-Linguistic Programming Course**
Russian Center, Bethlehem, Palestine (April 2018 – May 2018)
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LANGUAGES

- **Arabic:** Native
 - **English:** Fluent
 - **Spanish:** Conversational
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TECHNICAL SKILLS

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
 - Skilled in legal research tools and HR management software
 - Strong internet research capabilities with a focus on data analysis
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PROFESSIONAL ATTRIBUTES

- Strategic thinker with strong leadership capabilities
 - Excellent communicator with a focus on relationship building
 - Results-oriented with proven ability to deliver in fast-paced environments
 - Highly organized, detail-oriented, and adaptive to change
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PERSONAL DETAILS

- **Date of Birth:** 12 August 1986, Jerusalem, Palestine

- **Nationality:** Palestinian, Honduran
 - **Driving License:** Valid Type-B (Expiry: 2027)
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HOBBIES

- Passionate about swimming, traveling, and cultural exploration
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