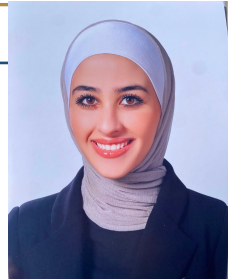


LANA SALEH MAHMOUD AL-NAJJAR

Lawyer | Legal Adviser | Legal Researcher | Parliamentary Affairs & Administration

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PROFESSIONAL SUMMARY

Lawyer and legal researcher holding an LL.B. from Al-Balqa Applied University, with practical experience in Civil and Sharia Law, legal research and analysis, legal drafting, litigation support, case follow-up, and parliamentary affairs. Brings two years of office-management experience at the Jordanian Parliament, including parliamentary correspondence, legal and policy research, reports, inquiries, legislative briefs, and institutional coordination. Additional exposure includes human-rights and youth initiatives, digital transformation, and citizen-facing public services.

CORE COMPETENCIES

- Legal Research & Legislative Analysis
- Civil Law, Sharia Law & Personal Status Matters
- Legal Consultation & Client Support
- Legal Memoranda, Petitions, Contracts & Correspondence
- Litigation Support, Court Follow-up & Case Management
- Parliamentary Affairs & Policy Research
- Legislative Briefs, Reports & Inquiries
- Office Administration & Confidential Records Management
- Government & Stakeholder Coordination
- Human Rights, Legal Awareness & Community Engagement

PROFESSIONAL EXPERIENCE

PRACTICING CIVIL LAWYER

Practicing Sharia Lawyer — Licensed since 15 December 2025

TRAINEE LAWYER / LEGAL RESEARCHER – Private Law Office, Jordan

2023 – 2025

- Conduct legal research and draft legal memoranda, petitions, contracts, and legal correspondence.
- Assist with case preparation and legal consultations.
- Follow up legal cases before relevant courts.

PRIVATE OFFICE MANAGER – Jordanian Parliament

2021 – 2023

- Managed office operations and parliamentary correspondence.
- Conducted legal and policy research and prepared reports, inquiries, and legislative briefs.
- Coordinated institutional follow-up and maintained official and confidential documentation.

RESEARCH & POLITICAL ANALYSIS INTERN – Jordanian Parliament

2022 – 2023

- Contributed to annual social and policy reports.
- Authored and contributed to legal and policy research papers.

DIGITAL IDENTITY ACTIVATOR – Muather Professional Development Company / Sanad Stations

20 Jul 2023 – 22 Aug 2023

- Activated citizens' digital identities at Sanad Stations affiliated with the Ministry of Digital Economy and Entrepreneurship.
- Supported the Hafiz/Digital Transformation Program and citizen-facing activation procedures.

EDUCATION

Bachelor of Law (LL.B.) – Al-Balqa Applied University

2019 – 2023

LICENSES & PROFESSIONAL MEMBERSHIP

- Sharia Law Practice License – Chief Justice Department, Hashemite Kingdom of Jordan.
- Jordan Bar Association – Member since 2024.
- Civil Law Practice – Newly licensed lawyer (per information provided).

TRAINING & CERTIFICATIONS

- Training of Trainers (TOT) – London Business College, 25 Aug 2024.
- E-Commerce 101 – Sabbagh Hub, 15 training hours, 13–15 Sep 2025.
- Vibe Coding Course – Sabbagh Hub, 15 training hours, 6–8 Jun 2026.
- Arbitration in Alternative Justice.
- Jordanian Evidence Law.
- Legal and Political Research – King Abdullah II Fund for Development (KAFD).
- Policy Papers Preparation – KAFD.
- Climate Change – University of Jordan.
- Website Building Using AI – Crown Prince Foundation.
- Youth Leadership Program – Amman Center for Human Rights Studies, 75 training hours (Jan–Dec 2024).
- Social Media & Digital Marketing – GIG Youth Empowerment Program, Ministry of Digital Economy and Entrepreneurship ,120 training hours.

LEADERSHIP & COMMUNITY ENGAGEMENT

- Youth Activist – All Jordan Youth Commission.
- Youth Activist – King Abdullah II Fund for Development (KAFD).
- Parliamentary Fellowship Program – KAFD.
- Darb Program – KAFD.
- Youth leadership programs and community initiatives.

LANGUAGES & DIGITAL SKILLS

- Arabic: Native.
- English: Very Good.
- Microsoft Office Suite.