

Marcelle DALAL

Salameh Bldg, 1st Floor, Afif Ossayran Street, Fanar - Lebanon
961 71 504954 | marcelledalal85@gmail.com

HIGHLIGHTS & ACHIEVEMENTS

- Founded Continuous Educational Opportunity - CEO, an online directory for all continuing education opportunities (courses, diploma, trainings, workshops...) in Lebanon.
- Certified Gender Trainer by UN Women Training Centre and Royal Tropical Institute of Amsterdam (KIT)
- Trained a diverse range of individuals and groups extending from NGO teams and outreach volunteers to educators, animators, youth and refugees from the MENA region on a variety of subjects such as Peace building, Peace education, Cultural orientation, Gender Equality, Gender Based Violence, Self-Care, facilitation techniques, team building, group dynamics, evaluation tools, lesson plans, ice breakers, use of social media for a cause, non-formal education and interactive education
- Coordinated the Alwan Program, winner of the “Living together peacefully in a diverse world” 2nd prize by the United Nations Alliance of Civilization

PROFESSIONAL EXPERIENCE

Nov 2018 - Present **EU MADAD PROJECT MANAGER**

Strengthening access to protection, participation and services for women refugees, Internally Displaced People (IDPs) and women in the host communities
The Lebanese Women Democratic Gathering - RDFL

- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project in a timely and efficient manner;
- Develop a schedule for project completion that effectively allocates the resources to the activities;
- Support the Monitoring and Evaluation coordinator and Head of Programs in developing MEAL tools required for the effective implementation of the project
- Support media department in preparing and implementing the national campaign on advocating for Women’s rights and protection from GBV
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project
- Represent RDFL in all consortium meetings and update stakeholders and partners on the progress of the project
- Monitor any potential risks, through developing risk-management plan to avoid any delay or challenges that might affect the effectiveness of the project implementation;
- Capture learning and document the work of successful stories, to ensure that the projects’ inputs are producing positive results in the lives of women

- Write reports on the project for management and for donors
- Ensure that all financial records for the project are up to date
- Evaluate the outcomes of the project
- Carry out regular field visits to the centers.
- Provide technical advice and coaching on GBV, case management and psychosocial support

July 2016 - Jun 2018 CULTURAL ORIENTATION INSTRUCTOR

International Organization for Migration (IOM) - UN agency for Migration

- Plan, Organize and conduct cultural orientation sessions for Australia-bound refugees under AUSCO in Lebanon and throughout the region.
- Conduct (CO) for UK, France, Switzerland, Italy, Germany - bound refugees both within Lebanon.
- Write lesson plans in accordance with CO Middle East curriculum objectives
- Implement student- centered activities in all CO classes
- Participate in and contribute to teacher trainings and staff development seminars
- Assist in the development of teaching materials, visual aids, and bulletin boards which supports the objectives of the CO curriculum;
- Write and submit reports following TDY missions out of Lebanon
- Maintain inventories of all instructional supplies and order materials in direct consultation with the CO Coordinator on quarterly basis and in coordination with the CO admin staff in Beirut
- Assist CO Coordinator submit monthly and quarterly program narrative and statistical reports

Nov 2014 - Present CREATOR AND ADMINISTRATOR

Continuous Educational Opportunity - CEO

- Create the online directory
- Administrate the social media platform (Twitter and Facebook)
- Provide consultancy for students (high school or university) and senior professionals for educational orientation

May 2016-June 2016 PROJECT ASSISTANT

BokraJobs Project

Agence Universitaire de la Francophonie (AUF)

- Review and update BokraJobs website
- Follow-up with partners: Deans, Directors of Orientation centers, Professors...
- Planning and implementing the project activities
- Planning and implementing the communication strategy
- Promote Project on Social Media (Facebook and twitter)
- Organize roundtables, fairs, meetings at universities, ministries, schools

- Apr 2016 **TRAINER ON GROUP DYNAMICS, FACILITATION TECHNIQUES, COMMON VALUES AND NATIONAL IDENTITY**
Creating initiatives of cooperation between the Muslim and Christian youth
Middle East Council of Churches (MECC) and Maan Association
- Prepare and provide 4 sessions on Common Values between religions, National Identity, Facilitation techniques and Group Dynamics for Lebanese youth from different religions and sects.
- Oct 2015 **TRAINER ON THE USE OF ICEBREAKERS AND TEAM BUILDING**
The Lebanese Group for Transforming Conflicts - Peace Labs
- Develop interactive workshop and related material on types of icebreakers and how to use them and team building
 - Provide workshop for peace labs team and friends
- Aug 2015 - Sep 2015 **EDUCATIONAL CONSULTANCY**
No String International (NSI) Manual and Guidance on emotional and social resilience of children affected by the Syrian crisis - Psychosocial Support
Catholic Relief Services
- Review the NSI Manual and Guidance on Training of Animators
 - Add educational sections such as interactive learning, stress management, animators competencies
 - Rephrase objectives of the manuals
 - Reorganize the sections of the manuals
- Aug 2015 **TRAINER ON THE USE OF SOCIAL MEDIA FOR A CAUSE**
Arab Educational Information Network
- Develop workshop program and related material on how to use social media (especially Facebook) to promote a cause
 - Provide workshop for Arab Educational Information Network team
- Jan 2015 - Sep 2015 **PROJECT ASSISTANT**
Capacity Building of Master's and Doctoral Students of Colleges of Education in the Arab World
Arab Educational Information Network
- Plan and implementing the program activities
 - Assist project coordinator in preparing tool kits (content and design)
 - Assist project coordinator in the evaluation of the project
 - Contact and follow-up with the faculties of education in the Arab world for agreement
 - Prepare 2 pilot workshops in the Lebanese University - faculty of education
 - Handle all logistical tasks related to workshops
 - Handle the program budget and the reporting to the donor
 - Prepare and implement closing events related to project

- Manage Program Facebook Page

Jul - Sep 2014

TRAINER ON INTERACTIVE TEACHING AND FACILITATION TECHNIQUES

Building Resilience and Reconciliation through Peace Education Program

Adyan Foundation

- Develop training program and related material on interactive teaching/facilitation techniques, lesson plans and evaluation tools through Peace building exercises.
- Provide three 5-days Training of Trainers sessions for 100 Palestinian and Syrian educators coming from Syria and refugees camps of Lebanon.

Apr 2012 - Jun 2014

PROGRAM COORDINATOR

Alwan Program for School Education on Inclusive Citizenship and Coexistence

Adyan Foundation

- Plan and implement the program activities (Alwan training of trainers, interreligious excursions, artistic competition and related awareness campaign) in coordination with program management
- Train Lebanese educators on activity management, budget control, use of social media for a cause to become moderators of youth clubs
- Coordinate with Alwan schools directors, teachers and students for the implementation of related activities.
- Implement the monitoring and evaluation plan of the program activities.
- Prepare and implementing communication strategy for media coverage in coordination with Media Officer.
- Support media department in preparing and implementing the national campaign on inclusive citizenship and coexistence
- Manage program Facebook page.
- Prepare Alwan annual magazine in coordination with magazine editor and designer.
- Represent Alwan program in live interviews on local media channels and in external meetings.
- Manage the program budget and the reporting to the donor in coordination with the program manager.

Nov 2011 - Mar 2012

ADMINISTRATION AND COMMUNICATION ASSISTANT

School Education on Coexistence Department

Adyan Foundation

- Organize Alwan program activities (Alwan training of trainers, interreligious excursions) in coordination with program coordinator.
- Coordinate with Alwan schools directors, teachers and students for the implementation of related activities.
- Organize National Education Strategy conference (logistic tasks and communication with religious and education figures).

Marcelle DALAL

961 71 504954 | marcelledalal85@gmail.com

- Prepare and giving awareness sessions on sectarianism and inclusive citizenship

Sep 2007 - Jul 2011 **SCIENCES TEACHER**

Saint Charles School

- Prepare yearly sciences program for grades 1 till 8 with related materials.
- Develop evaluation plan for sciences subject for grades 1 till 8.
- Implement interactive sciences lessons for grades 1 till 8.

Feb 2007 **INTERN**

Sacré Coeur Hospital

EDUCATION

Sep 2007 - Jun 2009 **TEACHING DIPLOMA IN SCIENCES**

Université Saint Joseph (USJ)

Sep 2004 - Jun 2007 **BACHELOR DEGREE IN SCIENCES**

Université Saint Joseph (USJ)

PROFESSIONAL CERTIFICATION

Oct 2017 - Apr 2018 **PROFESSIONAL DEVELOPMENT PROGRAM FOR GENDER TRAINERS**

UN Women Training Centre & Royal Tropical Institute of Amsterdam (KIT)

Apr 2017 **TEACHING ADULT LEARNERS COURSE**

Gouvernement of Western Australia North Metropolitan TAFE

Mar 2017 **I KNOW GENDER: AN INTRODUCTION TO GENDER EQUALITY FOR UN STAFF**

UN Women Training Centre

Feb 2017 **ETHICS AND CONDUCT AT IOM: THE VALUES WE SHARE**

International Organization for Migration - UN Agency for Migration

Dec 2016 **ADULT LEARNING DYNAMICS**

Université Saint Joseph (USJ)

Dec 2016 **LEADERSHIP AND PROFESSIONAL GESTURES**

Université Saint Joseph (USJ)

Dec 2016 **PSYCHOSOCIOLOGY OF GROUPS**

Université Saint Joseph (USJ)

2011 **MOTIVATION METHODS FOR STUDENTS WITH DIFFERENT LEARNING PROFILES**

Bureau Pédagogique des Filles de la Charité

2010 **IDENTIFICATION OF LEARNING DIFFICULTIES AND MENTAL MANAGEMENT**

Bureau Pédagogique des Filles de la Charité

Marcelle DALAL

961 71 504954 | marcelledalal85@gmail.com

2008 **WORK BY SEQUENCE AND IMPORTANCE OF ICT IN TEACHING**
Bureau Pédagogique des Filles de la Charité

SEMINARS AND WORKSHOPS

Sep - Nov 2015 **NO STRING INTERNATIONAL (NSI) WORKSHOP (PSYCHOSOCIAL SUPPORT FOR CHILDREN AFFECTED BY THE SYRIAN CRISIS)**
Catholic Relief Services, Trainer CharbelZgheib

Jun 2015 **RELIGIONS ON WEBSITES SEMINAR**
Université Saint Joseph (USJ)

Oct 2013 **NON-VIOLENT COMMUNICATION WORKSHOP**
Adyan Foundation, Trainer Tanya Awad Ghorra

Jan 2013 **INTRODUCTION TO RELIGIONS COURSE**
Adyan Foundation, Religions and Public affairs Diploma

Dec 2012 **2ND ALEXANDRIA EDUCATION CONVENTION FOR INTERCULTURAL CITIZENSHIP EDUCATION IN THE EURO-MEDITERRANEAN REGION**
Anna Lind Foundation & the Swedish Institute Alexandria

Aug 2012 **UNITED NATION ALLIANCE OF CIVILIZATIONS (UNAOc) SUMMER SCHOOL**
UNAOc & the University of Coimbra

VOLUNTEERING EXPERIENCE

Mar 2009 - Jan 2015 **MEMBER OF ADYAN VOLUNTEERS NETWORK**

- Responsible for designing and implementing awareness activities

Jun 2008 - Jun 2009 **MEMBER AND VOLUNTEER OF “NO-SECTARIANISM” GROUP**

- Responsible for designing and implementing awareness activities in schools
- Responsible for engaging with schools and coordination of awareness activities

SKILLS

LANGUAGE PROFICIENCY

- ☐ **English** Full professional fluency
- ☐ **French** Full professional fluency
- ☐ **Arabic** Native level fluency
- ☐ **Spanish** Fair level

ICT SKILLS

Proficiency in use of Microsoft Office: Power Point, Excel, Word, Outlook

Proficiency in use of Social Media: Facebook, Twitter, Instagram

Marcelle DALAL

961 71 504954 | marcelledalal85@gmail.com

PERSONAL INFORMATION

- ☐ **Nationality:** Lebanese
- ☐ **Date of Birth:** 12 April 1985
- ☐ **Marital status:** Married

INTERESTS AND HOBBIES

Reading, pedagogy innovations, Running

REFERENCES

Available Upon Request