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# Jouman Abou Dargham

## Psychology Graduate

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## EXPERIENCE

### ***Volunteer Part-Time English Teacher, LeCoach Support Scolaire Beirut***

SEPTEMBER 2018- PRESENT

- Taught English as a Second Language to underprivileged children and teenagers in small groups. Also focused on neurodiverse students with learning difficulties and communication barriers.
- Assisted in the scheduling and accounting departments, particularly for the financial aid services.
- Helped design the ESL curriculum, based on my experience with children, to include more activity and fun oriented education.
- Occasionally tutored and edited university level papers for AUB students at LeCoach, particularly in psychology and English Literature.

### ***Assistant Arts & Crafts Teacher, American Community School Summer Camp***

JULY 2018-AUGUST 2018

- Oversaw the whole Arts & Crafts segment of the daily camp and reported directly to the Camp Leader.
- Managed the planning and implementation of all daily activities and projects.
- Responsible for 3 groups – each comprising of 12 kids [ages 4-6].
- Expanded on daily themes through Arts and Crafts' materials to engage the children with entertainment and skill-learning.
- Worked closely with camp leadership throughout the plan organization, method of implementation and child supervision.

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***Coordinator, Mini-Camp At Coral Beach***

JULY 2015-AUGUST 2015

- Prepared daily plans with the team of four and coordinated directly with the Camp Organizer.
- Responsible for a group of 30 kids [ages 3-5]
- Implemented all plans and daily activities that developed a sense of education and entertainment for the children.
- The team and I worked closely to delegate tasks equally and assisted each other with all tasks. In addition, it was our responsibility to ensure the childrens' safety at all times.

***Administrative Assistant, Energy Engineering & Services***

JULY 2014-AUGUST 2014

- Assisted with categorizing all invoices and expenditure logs of Q1 and 2 of 2014.
- Responsible for organizing and filing each document to its relevant category and period.
- Crosschecked all their data with the filing system prepared to make sure that each invoices and documents are available for reference as per the logs.

## EDUCATION

**American University of Beirut, Faculty of Arts and Sciences**

*Bachelor of Arts, Psychology Major*

**American Community School of Beirut**

*Lebanese Baccalaureate in Life sciences*

## SKILLS

Complete Microsoft Office Suite

R Statistical Program

Fluent in English and Arabic

Strong Organizational, Adaptability, and Cooperative Skills

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## ACTIVITIES & VOLUNTEERING

- **Personal Community Service:**

*Nasma Reading Center for underprivileged children*

*Activities with children who have Disabilities at Lebanese American University, Beirut*

- **Activities and Hobbies:**

*Music Production*

*Ski, Swimming, Volleyball*

*Traveling and Photography*