



# FIONA NASSER

## CONTACT

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## EDUCATION

- Master's Degree in Educational Management & Leadership  
*Lebanese University* (2019)
- Bachelor in Math and Science Education  
*Lebanese University* (2017)

## SKILLS

### Languages

- Arabic (Native)
- English (Advanced)
- French (Intermediate)

### Computer Skills

- Microsoft Office
- Google Docs Editor
- Dropbox/Google Drive/OneDrive
- Slack/Trello

## TRAININGS

- Youth Theatre Facilitator  
*Seenaryo NGO* (2021)
- Employment Hub  
*The Nawaya Network NGO* (2021)
- Emotional Intelligence  
*lofC NGO* (2020)
- Body-Mind Leadership  
*Kharzaya* (2019)
- Understanding & Leading with Human Values  
*Kharzaya* (2019)
- Capacity Building & Training  
*Beyond Learning* (2018)

## WORK EXPERIENCE

### Volunteer Manager *The Volunteer Circle (12/2020-Present)* (NGOs: *Beit el Baraka, Beirut Marathon Association, theOtherForest*)

- Tailor and post volunteering opportunities on the platform.
- Evaluate needed roles and address challenges.
- Enforce, identify and contact the right skilled volunteers.

### Executive Assistant *Black Unicorn Media (6/2020-12/2020)*

- Build Word, Excel & PowerPoint worksheets.
- Follow up and coordinate with the team.
- Organize data folders.

### Administrative Clerk *Lebanese Red Cross (11/2019-6/2020)*

- Renew and deliver LRC membership cards.
- Process and follow-up applications from candidates for the elections.
- Coordinate meetings and prepare MoM.
- Create a system to organize and collect files and data from members.
- Contact and coordinate with members through emails and phone calls (120 calls/day).

### Math & Science Teacher *Bahjat Al-Atfal School (12/2018-6/2019)*

- Develop and teach the curriculum for cycles 1 & 2.
- Plan and execute extracurricular activities

### Instructor *The Cosmic Dome (2/2019-12/ 2019)*

- Facilitate sessions for groups aged 4→17

### Librarian *Librairie Antoine (8/2017- 11/2018)*

- Ensure smooth services for customers.
- Prepare scholar lists and wrap packages.
- Assist in inventory checking.

### Youth Programs Educator *Beyond Learning (6/2017-2/2019)*

- Prepare and implement sessions for groups aged 6→9

## INTERNSHIPS & VOLUNTEERING

### Crisis Operation Coordinator *The Volunteer Circle (12/2020-3/2021)*

- Plan, organize, and implement assessment visits.
- Coordinate with donors and beneficiaries on ongoing projects.
- Call beneficiaries to collect data (100 calls/day).

### Member *Lebanese Red Cross Youth Department (since 2017)*

- Facilitator of the Humanitarian Values and Principles Program.
- Leader of 2019 Funding Campaign.
- Fill surveys for assessment with the Disaster Management sector.

### Volunteer *Loyac NGO (11/2016-9/2021)*

- Assist in community service projects.
- Host events.