

Contact

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(LinkedIn)

Top Skills

Teacher Mentoring

Teacher Training

Teacher Evaluation

Honors-Awards

USP full Scholarship

MEPI-TLG Full Scholarship

Farah Taleb

Projects and Grants Manager, M&E Specialist, Educator
Lebanon

Summary

Passionate researcher and educator. Experienced in teaching, writing, translating, crafting compelling content, and managing end-to-end research. Currently an Instructor at Lebanese American University, and Projects, Grants and Research Specialist at WingWoman Lebanon. Dedicated to inclusive education and community empowerment.

Experience

Lebanese American University

Instructor

August 2023 - Present (1 year 2 months)

Beirut Governorate, Lebanon

- . Developing and delivering engaging syllabi and course materials.
- . Conducting lectures, facilitating discussions, and applying diverse teaching methods.
- . Assessing student performance through exams, assignments, and feedback.
- . Providing academic support and mentorship to students.

WingWoman Lebanon

Projects, M&E and Grants Manager

August 2023 - Present (1 year 2 months)

Lebanon

Projects Manager

- . Leading project planning, execution, and monitoring to ensure timely delivery.
- . Coordinating cross-functional teams and managing resources effectively.
- . Developing and tracking project timelines, budgets, and deliverables.

Grants Manager

- . Identifying and pursuing funding opportunities aligned with organizational priorities.
- . Preparing and submitting compelling grant proposals and budgets.
- . Monitoring grant-funded projects to ensure adherence to objectives and timelines.

Monitoring & Evaluation (M&E) Specialist

- . Developing data collection tools and analyzing program outcomes.
- . Training staff on M&E processes and ensuring data accuracy.

WingWoman Lebanon

Intern

October 2022 - December 2022 (3 months)

Beirut, Lebanon

Lebanese American University

Graduate Assistant

September 2021 - May 2022 (9 months)

Beirut, Lebanon

- . Supported professor with the facilitation of in-class activities.
- . Managed and maintained accurate attendance records.
- . Contributed to project and activity development through collaborative brainstorming.
- . Developed and organized Google documents for student use.
- . Responded to student inquiries, providing timely and accurate information.

Englease.com

1 year 1 month

Teacher Trainer

April 2021 - August 2021 (5 months)

- . Conducted training sessions and workshops for educators.
- . Designed and coordinated training programs to support teachers in managing classroom challenges.
- . Provided onboarding and training for newly hired teachers.
- . Completed regular performance assessments to enhance teaching effectiveness.
- . Executed thorough background checks as part of the teacher recruitment process.

English Teacher

August 2020 - April 2021 (9 months)

- . Instructed English to students of various age groups across the MENA region.
- . Conducted group classes for learners at different proficiency levels.
- . Tailored curricula to meet individual student needs in private lessons.
- . Delivered specialized English for Career Development (ECD) courses.

- . Introduced potential clients to the company's offerings through informative webinars.
- . Provided one-on-one IELTS training sessions to help students achieve their goals.

Ahliah School

English Teacher

October 2019 - February 2020 (5 months)

Beirut, Lebanon

- . Assisted the teacher in implementing lesson plans for the 8th and 9th grades
- . Guided students during class activities in both American and Lebanese system curricula
- . Supervised exams during sessions
- . Graded students' performance

Education

Lebanese American University

Master's degree, Interdisciplinary Gender Studies · (August 2021 - June 2023)

Lebanese American University

Teaching Diploma · (August 2019 - June 2020)

Lebanese American University

Minor , Gender Studies · (January 2017 - June 2019)

Lebanese American University

Bachelor's degree, English Literature · (August 2016 - June 2019)