

Farah Bayoumi
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Education

Teaching Diploma	<i>Lebanese International University</i>	05/2019 to 01/2020
Registered Behavior Technician	<i>N.E.C.C. (Abu Dhabi)</i>	06/2015 to 08/2015
Bachelor in Public Administration	<i>American University of Beirut</i>	09/2007 to 01/2009
Teaching Certificate	<i>Lebanese American University</i>	06/2009 to 08/2009

Professional Experience

Project Coordinator	<i>Hivos</i>	05/2017 to 11/2018
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Primary responsibilities include:

- Managing and overseeing the implementation of a project on Syrian Women Peace and Security applying 1325 law
- Coordinating with the project's partners on the planning, executing and evaluating the activities of the project
- Reporting narratively and financially on the activities and updating the work plan and forecast of the budget in coordination with Hivos's staff
- Contributing to the M&E plan and follow-up of the project
- Managing the relationships in the project including the internal administration requirements (contracts, reporting obligations)

Education and Outreach Manager	<i>Kamkalima</i>	11/2015 to 09/2017
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Primary responsibilities include:

- Writing, editing and developing the content of the platform, blog, newsletter, emails, letters and other publications in Arabic
- Generating new and editing lesson plans on different topics (Geography, History, Civics and Arabic literature) and compiling them into a Project Bank
- Researching the newest teaching methods and online resources for Arabic language educators
- Producing and Managing the social media content
- Participating in the decision making process, the short-term plans and the strategies
- Coordinating with the technical expert and the graphic designer on a daily basis

Projects Coordinator	<i>War Child Holland</i>	10/2015 to 02/2017
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Primary responsibilities include:

- Managing and overseeing the implementation of the 3 projects on education, vocational training, psychosocial support, community mobilization and awareness raising on the different child protection issues for the most vulnerable children and youth
- Following up with the partners locally and remotely on the projects' reports, challenges, suggestions and needs and compiling them into monthly donors' reports
- Checking the partners' financial reports and expenses' supporting documents eligibility (invoices, contracts, payments, receipts) and comparing them to the donors' budgets and standards
- Contributing to the child protection program development and integration of child protection standards in implementation
- Supporting other tasks within the Syria emergency program as needed (TORs, consultants' recruitment, learning documents, M&E, child safety, ..)

ABA Therapist ***Hamad Centre for Special Needs- Abu Dhabi*** 06/2014 to 09/2015

Primary responsibilities include:

- Adhering to the procedures and techniques as specified in each child's program using Applied Behavioral Analysis
- Providing therapeutic intervention in a way that meets the guidelines of all behavior management strategies
- Participating in writing the behavioral intervention plans and academic plans with the Clinical Supervisor
- Meeting with the parents on a monthly basis to discuss the students' academic and behavioral progress, updates to the intervention plan and steps to tackle their concerns at home (with home visits when needed)

Project Manager ***Lebanese Association for Democratic Elections*** 07/2013 to 05/2014

Primary responsibilities include:

- Coordinating with the relevant focal points of the 5 local partners on the progress of activities to ensure compliance with grant conditions and project objectives
- Maintaining close contacts with the EU delegation staff managing the grant and responding to their queries and concerns
- Following up with the relevant sections and departments on the implementation of grant activities & ensuring the compliance with the conditions of the grant
- Collecting the relevant data on the progress of the implementation of the grant and submitting progress reports to the donors

Project coordinator ***Youth Economic Forum*** 08/2013 to 12/2013

Primary responsibilities include: (Part-time)

- Leading the coordination and implementation of all activities related to the "Promoting Policy Development and Civic Activism Tools" project
- Maintaining contact between YEF members, YEF Steering Committee, partner NGOs, public institutions, experts and universities
- Coordinating the implementation of all objectives of the project and coordinate staff's actions and tasks
- Preparing directly or indirectly all necessary advertising material and ensure its dissemination, in coordination with the YEF volunteers and staff
- Supervising the logistics of the project, including lodging, transportation and catering
- Reporting to the YEF Steering Committee

Head of Resources Development ***Sidon Orphan Welfare Society*** 08/2012 to 06/2013

Primary responsibilities include:

- Developing the association's resources through establishing contact with potential donors, national and international organizations and building up partnerships with NGOs and institutions that work in the similar field of work
- Preparing proposals on projects that the association plans to implement, presenting them to donors and following up on implementation
- Coordinating with the heads of departments and sections (15 heads) to assess the capacity building needs and securing appropriate trainings (customized in-house and external)
- Working with the heads on the sections' development plans

- Forming a new system for Human Resources in the association that targets more than 250 employees
- Creating and managing a new system for volunteers' management (national and international volunteers) in coordination with the heads of the departments
- Managing the society's bilingual website and developing and editing the association's media material (yearly magazine, brochures, flyers, invitations) in terms of content and design
- Managing events that happen inside the association (openings, workshops, exhibitions, etc)

Homeroom Teacher

Saida Generations School (SGS)

09/2011 to 08/2012

Primary responsibilities include the following:

- Teaching English Language, Math, Science and Social Studies to KG1 students
- Coordinating with the school's psychotherapist, speech therapist and psychomotor specialist to design academic and behavioral plans for students with learning difficulties and disabilities
- Coordinating with other teachers in the pre-school department to devise a curriculum that fits the students' background and pre-requisites
- Organizing extracurricular activities that aim at increasing the students' level of exposure
- Conducting daily afternoon sessions in the orphanage to help students with their homework especially those with learning difficulties

Fellow/ Full-time Teacher

Teach for Lebanon (TFL)

09/2009 to 08/2011

Primary responsibilities include the following:

- Teaching Arabic Language to pre-school and cycle one students in Saida Generations School
- Coordinating with the other Arabic teachers to unify lesson plans and behavioral strategies
- Assisting in designing a curriculum for the Arabic Department at the pre-school level
- Cooperating with fellows placed in other districts to induct workshops and activities in order to share experiences
- Cooperating with the fellows placed in SGS to conduct the workshops we have attended with TFALL and share them with the school teachers as well as TFL fellows
- Maintaining a high level of communication with the international society that Teach for Lebanon is part of

Languages

- Arabic: Mother Tongue
- English: Excellent (Writing-Speaking-Understanding)
- French: Very Good (Writing-Speaking-Understanding)

References

Available upon request