

# Hanadi Akil

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## Professional Summary

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Organized, detail-oriented and successful at managing multiple priorities. I am able to strategize and prioritize effectively to accomplish multiple tasks. I am capable of maintaining a strong work ethic and exhibiting a positive attitude.

## Education

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- Bachelor of Arts in Psychology **2017**  
**Lebanese American University** - Beirut, Lebanon

## Experience

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- **Program Associate, English Language Department** **10/2019 – 02/2020**  
AMIDEAST Beirut, Lebanon
  - Conduct ELTis test at public schools
  - Schedule test dates with teachers
  - Prepare material for events
  - Coordinate and manage events
  - Solve any issue that teachers, students or parents have
  - Perform administrative support tasks, including paperwork, data-entry, filing etc.
  - Follow up with teachers and ensure that the program is running smoothly
- **Administrative Assistant, English Language Department** **07/2018 – 08/2019**  
AMIDEAST Beirut, Lebanon
  - Customer service (Walk ins, calls and emails)
  - Perform administrative support tasks, including paperwork, data-entry, filing etc.
  - Register students in courses using ProClass program
  - Schedule appointments for English placement tests
  - Ensure all classrooms and material are prepared before courses begin (Schedules, attendance sheets, announcements and extra material)
  - Support teachers in classroom needs
  - Track students' attendance
- **HR and Training Intern** **04/2018 – 07/2018**  
AMIDEAST Beirut, Lebanon
- **Teacher** **07/2017 - 10/2017**  
Learn and Play Daycare Beirut, Lebanon
- **Psychology Intern** **09/2016 - 12/2016**  
American Community School of Beirut (ACS) Beirut, Lebanon

## Certifications

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- **Life Coach Course**, Behavioral Coaching Institute & International Coaching Council **2018**
- **Digital Marketing for Professionals Course**, WSI Digital Marketing **2018**
- **Personal Training For Health and Fitness**, Sport Performance Institute (SPI) **2017**
- **CPR/AED LASIP**, Lebanese Association for Sports Injuries Prevention **2017**

## Computer Skills

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Microsoft Office (Word, PowerPoint, Excel, Outlook), Adobe InDesign

## Language Skills

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Fluent in English and Arabic

## Other Skills

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Patient, organized, punctual, good time management and problem solving skills