

Maryam Awwad

+961 76393671

Maryamawwad@outlook.com

EXPERIENCE

Opulent Knowledge School

September 2019 – February 2020

Math Teacher

AMIDEAST, Entrepreneurship and Professional Development Department

June – September 2019

Administrative Assistant (Internship)

- Assist the department director to ensure that all programs are managed according to the program timelines and quality assurance standards.
- Manage and coordinate all logistics needed for training workshops and department activities.
- Handle all administrative tasks needed to ensure the proper implementation of the various departmental programs.
- Assist with interview preparations and orientation sessions.
- Perform administrative duties including data-entry, filling of applications received, etc.
- Support any new initiatives or issues as requested by supervisor.

Beirut Arab University Human Rights Center.

January – March 2019

Research and Administrative Assistant (Internship)

- Contribute to research projects focused on human rights such as violent extremism, women empowerment, and track other NGOs engagement in these topics/causes in Lebanon.
- Assist in planning of events such as the BAU NGOs fair and international water day.
- Participate and attend events, debates, and seminars related to prisoners, waste management and women's political participation.
- Follow up on meetings and assist with other administrative tasks.

AUBMC Private Clinics

October 2018 – November 2018

Children's Cancer Center of Lebanon (CCCL)

April 2018 – June 2018

Clinical Assistant

- Collected accurate data related to each section for proper statistical analysis.
- Handled proper patient registration, appointment scheduling and accurate data entry.
- Resolved patient complaints and provided information related to the appointment process.

EDUMOTION

2016 – 2018

Consultant for Statistical Package for Social Sciences (SPSS) projects.

Lycée Minette Modern

2016 – 2017

Math Teacher (Grade 4, 5, 6 and 7)

EDUCATION

Lebanese University

Master's degree in Pure Statistics.

2017 – present

Bachelor's degree in Applied Mathematics.

2016

TRAININGS

Youth Leadership Programme, 6th Cohort

May 2020 – Present

Leadership development programme presented by United Nations Development Program (UNDP). Engaged in training delivered by Riyada for Social Innovation. Learned more about SDGs and social impact

Skills for Success Program by AMIDEAST

2018

Received 300 hours of intensive training on Business English, computer and IT skills, professional and personal skills, in addition to employability and entrepreneurship skills. At the end of the program and as part of the Pay it Forward model, I delivered self-development sessions to youth in my community.

Teacher's Gathering

2016

Received 40 hours of training on typical lesson and model competition, technology in the service of science, classroom management and creative learning, and emotional intelligence and time management.

Skills

Computer Skills: Proficient in Microsoft Office (Word, PowerPoint, and Excel), Google Classroom, SPSS, Lang R and SAS.

Languages

Fluent in Arabic, very good in English, beginner in French.