



SARA KHALIFEH

Principal

24-2-1987

ABOUT ME

A dynamic, highly accomplished, performance driven senior level Manager. More than ten years of professional - experience in School Managing and providing educational leadership, as well as handling daily staff management activities.

CONTACT

✉ Sara_khalifeh@hotmail.com

☎ +961 3 107 135

📍 Doha El Hoss, Zantout Street
Manara bldg.

SKILLS

- Mehe Program
And E-school Program
- Microsoft
Office Applications
- Strong Leadership,
Communication
And Interpersonal Skills
- Advocate Of Collaboration
And Team Work
- Work well under pressure

LANGUAGE

Fluent in Arabic
Fluent in English



EDUCATION

- 2017-2020 **RAFIK HARIRI UNIVERSITY (RHU)** Mechref-Lebanon
Master in Business Administration
KEY COURSES
- Advanced Project management
(Certificate of The Best Project Planning and Team Spirit)
- 2004-2007 **HARIRI CANADIAN UNIVERSITY (HCU)** Mechref-Lebanon
Bachelor degree in Sales and Marketing
- 2001-2004 **AL-QUALAA SECONDARY SCHOOL (QSS)** Saïda-Lebanon
Lebanese Baccalaureate in Humanities



EXPERIENCE

- 2012-Present **LEBANESE COAST SCHOOL**
Principal
- Hiring and evaluating teachers and staff
 - Inspecting child security, safety, and other necessities
 - Directing and guiding teachers in preparing yearly curriculum
 - Ensuring school activities are executed in accordance to state and federal laws of education
 - Supervising all financial transactions and accounting systems
 - Planning and managing school budget and expenses
 - Overseeing curriculum development and managing educational plans and programs
Responsible for all communications and procedures related to the Ministry of Education
 - Controlling and ensuring Educational project implementation
 - Monitoring academic development and growth of students
- 2010-Present **THE YOUTH CHARITY FOUNDATION**
Vice President
- 2009-2012 **LEBANESE COAST SCHOOL**
Vice Principal



ACHIEVMENTS

- 2019
- Organizer of the "Second Annual Charity Exhibition of the Coast Schools" in association with "Social Welfare Institute in Lebanon"
 - Lecturer at the "Stop Bullying" Campaign
The Coast Schools - Saadiyat
- 2018
- Planner of the "Hygiene Campaign"
The Coast Schools - Saadiyat
 - Organizer of the Awareness Campaign about Internet Safety
The Coast Schools - Saadiyat
 - Planner of the "Beach Cleaning Campaign"
 - Implementer of Reforestation Campaign
Saadiyat
 - Founder and organizer of the "First Annual Charity Exhibition of the Coast schools" in association with "Children Cancer Center" in Beirut
The Coast Schools - Saadiyat
- 2017
- Organizer of the Donation Campaign for an Orphanage
Al Arabi Orphanage - Saïda
 - Attended "The Principal as the Strategic Policy maker within and Beyond" Workshop
American University of Beirut (AUB) - Beirut