

Dima Amin Abou Sumsum

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EDUCATION

AMERICAN UNIVERSITY OF BEIRUT (AUB)

Master Degree, Human Resources Management

Beirut, Lebanon

May, 2019

LEBANESE UNIVERSITY/ Faculty of Business Administration and Business Science

Bachelor of Business Administration/ Specialization: Marketing

Beirut, Lebanon

June, 2017

LEBANESE UNIVERSITY / Faculty of Business Administration and Business Science

Bachelor degree in Business Administration, Specialization: Management

Beirut, Lebanon

June, 2020

EXPERIENCE

AMERICAN UNIVERSITY OF BEIRUT

Research Assistant

Beirut, Lebanon

Dec 2018- Dec 2019

- Performed literature and systematic literature reviews.
- Collected, reviewed, and summarized articles.
- Prepared and wrote academic proposals.
- Engaged in writing articles.
- Citation, case study preparations, and different data collection (as requested).

AMERICAN UNIVERSITY OF BEIRUT

Graduate Assistant

Beirut, Lebanon

2017, 2018

Graduate Teaching Assistant (GTA):

- Performed assigned teaching duties in an academic department
- Tutoring or advising students, grading, preparing course materials, proctoring exams, and/or providing other forms of teaching support.

Graduate Research Assistant (GRA):

- Involved in Research activities including: Research, data collection and analysis.
- Provided various forms of research-related support to the assigned Professors.
- Performed benchmarking studies.

Graduate Administrative Assistant (GAA):

- Performed assigned duties in an academic or administrative unit.
- Contributed in various forms of administrative support: conferences & university events representation.

AMEL ASSOCIATION INTERNATIONAL

Beirut, Lebanon

Outreach Worker- Sexual Reproductive Health Program

2019, Nov 2020

- Perform outreach for project target in Beirut & South area.
- Connect with, network and maintains relationships with local communities, NGOs, local authorities, and other community groups
 - Perform private home visits to the target addressing SRH & GBV.
- Coordinate field activities with the coordinator and other outreach workers.
- Prepare weekly and monthly schedule and evaluation of related activities.
- Referral, Follow up and Report to project manager.

BRITISH COUNCIL

Beirut, Lebanon

Facilitator- Young Mediterranean Voice Program

2018, Present

Deliver YMV trainings in schools, universities and youth organizations.

HUMAN THOUGHTS ASSOCIATION/ DPNA

Hasbaya, Lebanon

Facilitator, Generation for Peace Program (GFP)

May-Nov 2017

Delivered Human & child Rights sessions to Lebanese, Syrian & Palestinian Participants

LEBANESE TRANSPARENCY ASSOCIATION (LTA)

Hasbaya, Lebanon

Participant, Youth Engagement Municipalities Accountability Project

2017-2018

HUMAN THOUGHTS ASSOCIATION

Hasbaya, Lebanon

Teacher and Coordinator

2015-2018

- Supported students' Learning by providing the prominent-required help.
- Coordination and Communication with different parties to ensure the best execution of projects and programs.
- Performed several projects with different NGOs and Lebanese Association
- Participated and executed several volunteer activities and Projects.

UNICEF/AVSI

Lebanon

Teacher and Administrative Officer, Education Program for Syrian Refugees

2014-2015

- Delivered active learning that supports refugees.
- Designed, updated, developed and filled different administrative files and students' databases.
- Reported to and held communication with UNICEF'S Officers and supervisors.

CERTIFICATION AND TRAINING

- Debate training (TOT)- British Council & Anna Lindh Foundation
- PSS training, Gender Based Violence and Sexual & Reproductive Health training (TOT)- Amel Association
- Teaching, Education & Life Skills Training Sessions (TOT)– Unicef & AVSI
- Advocacy & Need Assessment Training Sessions (TOT)- Lebanese Transparency Association
- Political Training Sessions on the Implementation of the New Electoral Law with Lebanese Association for Democratic elections (LADE), DPNA and Take Action Campaign.
- Journalism & Media Workshop- Nab creative Space- Lebanon.
- Training Sessions on the Usage of Digital Systems (Like SPSS & Moodle) -Lebanese University and American University of Beirut.

PROJECTS

- Developed, Designed and offered Corporate Social Responsibility Program for SETCO Lebanese Company.
- Developed, Designed and offered Training and Development Program for ARTAT Saudi Arabian Company.
- Attained the Distinguished Youth Program- Smart Center.
- Attained Entrepreneurship Program - AL Khalil Social Foundation.
- Attained Harvard Online Courses provided by Lebanese University.
- Delivered GBV & SRH Awareness sessions with Amel & Woroud Association.

SKILLS

Languages: Fluent in Arabic, English. Basic in French.
Computer: Microsoft Office Word, Excel, Powerpoint.

PROFESSIONAL SKILLS

- Self motivation, initiative with a high level of energy, tolerant and flexible to different situations.
- Adaptability and ability to work under pressure, interpersonal abilities and team player skills.
- Develop feasible short and long-range plans/goals to project and develop programs and projects.
- Organize, prioritize and perform multiple tasks concurrently.
- Communication and Public Relations Skills.
- Research Skills.
- Basic Analytical Skills.

ACTIVITIES

Club Member: AUB 3D: Discuss, Debate, and Discourse- American University of Beirut.
Association Member: Chair of the Committee – Woroud Association- Hasbaya.

REFERENCES

Available upon request