

# George Obeid

Date of Birth: October 14, 1968  
Address: Dbayeh Towers Compound, Dbayeh  
Mobile: +961 70 050238  
E-mail: george-obeid@hotmail.com

---

## PROFESSIONAL EXPERIENCE

- Nov. 2016 – Present      **Lebanese American University – Beirut**  
*Position:* Deputy Director – Continuing Education (CE)
- Internal CE office management
  - External CE management
  - CE programs quality control and procedures
  - Assisting CE director in specific matters
  - Initiating CE public and Corporate courses
  - Creating and executing CE Events
  - Coordinating CE remote offices
- Oct. 2015 – Oct. 2016      **American University of Beirut**  
*Position:* Project Assistant – Regional External Programs (REP)
- Maintaining contacts with potential stakeholders
  - Supervising tasks assigned to project employees as instructed by the director
  - Intermediating between the director and other employees to prevent agitations that may hinder the smooth flow of project execution
- Feb. 2015 – Sept. 2015      **American Lebanese Language Center – Jounieh**  
*Position:* English Language Teacher
- Teaching English as a second language
- June 2011 – Feb. 2015      **AUST University – Beirut**  
*Position:* Assistant to the Vice President
- Managing the VP office (calendar, meetings and other relevant administrative duties)
  - Handling intricate cases of financial aid, student affairs and other relevant matters
  - Collecting instructors' evaluations and compiling reports concerning university departments
  - Handling orientations for potential students

- 2009 – June 2011      **YWCA Technical College – Beirut**  
*Position:* College Director
- Hiring staff and teachers
  - Evaluating teachers' performance and curriculum
  - Approving registration process
  - Organizing administrative and extra-curricular activities
  - Developing and implementing strategies in order to broaden the scope and mission of the institution
- 2008 – 2009      **Lebanon Evangelical School for Boys and Girls – Babdaa**  
*Position:* English Language Teacher
- Teaching English as a first language for secondary classes
- 2003 – 2008      **American Lebanese Language Center – Jounieh**  
*Position:* English Language Teacher
- Teaching English as a second language
- 2003 – 2004      **College des Apotres – Jounieh**  
*Position:* English Language Teacher
- Teaching English as a third language for secondary and intermediate levels
- 1999 – 2003      **Riyadh Najed School - Riyadh, KSA**  
*Position:* Director of the English Language Center
- Coordinating daily chores related to the English Department
  - Organizing British and American international exams with foreign embassies
  - Collecting instructors' evaluations and compiling reports concerning the English department
- 1997 – 1999      **Notre Dames des Anges – Beirut**  
*Position:* English Language Teacher
- Teaching English as a third language to secondary and intermediate levels.
- 1994 – 1999      **Lebanese Brothers' School – Beirut**  
*Position:* English Language Teacher
- Teaching English as a first language to intermediate level
  - Coordinating daily chores related to the English Department

## EDUCATION

- 2020 **E.M.B.A (Current Student)**  
Lebanese American University-LAU  
Beirut, Lebanon
- 1993 **B.A. in Law**  
Lebanese University  
Beirut, Lebanon

## PROFESSIONAL QUALIFICATIONS

- Sept. 2015 **American University of Beirut**  
PMP Certificate of Attendance  
• To broaden my managerial professional skills
- June 2001 **Cambridge University - Bournemouth, UK**  
Certificate of English Language Teaching to Adults at the International Teacher's Training Center  
• To consolidate my teaching experience
- 2002 – 2003 **Saudi British Development Training Company – KSA**  
Certificate of In-service Supervisor Teacher Training Course (70 hours)  
• To enhance my leadership skills
- 1999 – 2000 **British Council - Riyadh, KSA**  
Certificate of Teacher's Training Program (60 hours)  
• To improve my teaching techniques
- 1997 **Haigazian University – Beirut**  
Completed Teaching Diploma Course pre-requisites  
(stopped due to travel)
- 1995 – 1997 **Haigazian University – Beirut**  
In-service Teacher's Training Certificate  
• To develop my teaching methodology
- 1994 – 1997 **Antonine University**  
Diploma in Theology  
• To gain general spiritual knowledge
- 2009 – 2010 **Ministry of Social Affairs**  
Diploma in Quality Management  
• To broaden my managerial experience

## **PROFESSIONAL SKILLS**

- Strong presentation skills
- Good communicator
- Strong management skills
- Strong leadership skills
- Problem-solver

## **CONFERENCES AND SEMINARS**

Longman Publishers (Beirut)	Book Evaluation
Iatafel (Beirut)	Internet as a teaching aid
Educart Publishers (Beirut)	Usage of the teacher's manual
American Embassy (Riyadh)	Student's Motivation
Longman Publishers (Riyadh)	Tact of teaching stories
British Embassy (Riyadh)	I.T. & Communication

## **EXTRACURRICULAR ACTIVITIES**

Director of Children Day Camps      • YMCA, UNICEF and Ordre Souverain de Malte

## **COMPUTER SKILLS**

Microsoft Office (Word, Excel and PowerPoint)

## **LANGUAGE SKILLS**

- Arabic: Native Language
- English: Full Professional Proficiency
- French: Limited Professional Proficiency

## **REFERENCES AND RECOMMENDATIONS**

References and recommendations are available upon request.