

## CONTACT

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## KEY SKILLS

- Excellent Communication and Interpersonal Skills
- Excellent Public Speaking Skills
- Successfully Managed and Coordinated projects
- Excellent attention to details
- Good team player
- Ability to multitask
- Strong aptitude for analytical thinking and problem-solving
- Providing exceptional Customer Experiences
- Involving in key presentations to corporate clients

## LANGUAGE SKILLS

Excellent in Arabic in speaking, reading and writing

Good in French in speaking, reading and writing

Very Good in English in speaking, reading and writing

## TECHNICAL SKILLS

**Microsoft office:** Word, Excel, PowerPoint, Outlook, MS Teams, Zoom, Google Sheets (**Proficient**)

**CRM:** Salesforce (**Intermediate**)

**Project Management:** ClickUp (**Intermediate**)

**Photo Managers:** Digital photo professional, ACDSee Photo manager, Adobe Acrobat Adobe Photoshop, Adobe Illustrator (**Basic knowledge**)

# STEPHANIE BADAAN

Career Coach | Employability Skills Trainer |  
Training Coordination | Learning & development

## EXPERIENCE

### Freelance Trainer & Recruiter

July 2023 - Present

- Delivering Soft & Employability Skills trainings
- Facilitating one-on-one and group mentorship sessions.
- Collaborating with companies, providing them assistance in screening and finding suitable candidates' profiles.

### Innovation Consulting Group (ICG), Beirut, Lebanon

#### Technical Communicator

March 2023 - May 2023

- Onboarded and allocated trainers for virtual and in-person training programs in Saudi Arabia
- Communicated with trainers to ensure all training logistics and reservations are in place
- Collected, reviewed and followed-up on training materials and the pre and post assessments with trainers
- Supported in requests related to proposal development: Assisted in preparing technical proposals and trainer profiles for the below Saudi clients: Mobily - ELM- Yasref - Al Hilal Al Ahmar - Ministry of Defense - Saudi Tourism and Investment Company - King Fahd Medical City

#### Training Coordinator

Sept 2022 - Feb 2023

- Assisted in preparing technical proposals of the below Saudi clients : STC - Ma'aden - Ma'aden Wa'ad Al Shamal Phosphate Company (MWSPC) - Helicopter & Jet Company
- Coordinated training programs in terms of pre and post work , attendance and candidates follow-up
- Prepared and developed training reports
- Coordinated the Learning Experience Department day to day operations

### INJAZ Lebanon , Beirut, Lebanon

#### Project HR Specialist

Jan 2022 - Aug 2022

Within the framework of the "Bridges of Opportunities" project for employability skills education and integration in the labour market.

- Researched the market to identify internship/job opportunities
- Assisted in the recruitment process, help employers to find qualified candidates, screened and reviewed 126 applications
- Secured 21 internships and followed up on its implementation
- Provided one-on-one and group mentorship support to more than 100 youth in Lebanon (Lebanese and non-Lebanese)

## **CERTIFICATES**

**August 2023**

**Certificate of completion – the Complete Train the Trainer Bootcamp**  
Udemy

**27 May 2021**

**Certificate of attendance – Employer Engagement: A comprehensive Approach online seminar**  
Education Development Center and Florida State University

**25 February 2021**

**Certificate of attendance - Pollyana Webinar Program**  
Wydner Coaches

**25 February 2021**

**Certificate of attendance – Career Center Enhancements online seminar**  
Education Development Center and Florida State University

**December 2020**

**Certificate of completion – Introduction to project management**  
Offered by Coursera project network

**December 2020**

**Certificate of completion - Marketing in a digital world**  
An online course from the University of Illinois at Urbana-Champaign offered by Coursera

**November 2020**

**Certificate of completion - Business English: Networking**  
An online course from the University of Washington offered by Coursera

**November 2020**

**Certificate of completion - Project Management: The Basics for Success**  
An online course from the University of California, Irvine offered by Coursera

**4 June 2020**

**Certificate of attendance – Design thinking online seminar**  
Education Development Center and Florida State University

- Prepared and designed career readiness training materials and developed the student workbook (70 pages)
- Delivered online career readiness trainings to more than 500 youth
- Wrote quarterly and final reports requested by the donor
- Organized employability events (career clinics, job fairs, career related mentorship sessions)

**Employability Skills Trainer**  
(freelance)

Aug 2021 - Jan 2022

- Moderated and facilitated employability skills trainings ( CV and cover letter writing - Ace your interview - Internships - Business Ethics - Job Search Techniques - Building your LinkedIn) Career and Innovation camps to youth in Lebanon (university students and graduates)

**Holy Spirit University of Kaslik (USEK), Lebanon**  
**Career Services Office**

**Career Guidance Coordinator**

Nov 2020-Dec 2021

- Responsible of the development of strong relationships between employers, graduates, and university departments, marketing graduates to national, regional and local firms
- Provided one-on-one career guidance to students and fresh graduates
- Tailored and delivered career readiness trainings in person and online
- Managed the careers portal and the office social media platforms

**Internship Officer**

Sep 2018-Nov2020

- Provided career guidance to current students and fresh graduates searching for internship opportunities
- Followed-up with employer and student post-internship for feedback on their experience
- Delivered online and across campuses presentations about career services/guidance on - CV building - interview tips - internships.

**Internship Assistant**

Jan 2015-Sept 2018

- Provided career guidance to students and fresh graduates
- Liaised between students, and employers for internship opportunities
- Worked collaboratively with faculties in their search for internships
- Assisted with planning and implementations of career related events, workshops

## CERTIFICATES

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21 May 2020

**Certificate of attendance – Be Your Own Boss online seminar**

Education Development Center and Florida State University

23 April 2020

**Certificate of attendance – Fundamentals of Mental Health in the workplace**

Education Development Center and Florida State University

April 2019

**Time and Priority management certification of completion**

Formatech, Lebanon

October 2018

**Public Speaking certification of completion**

Wideboost, Lebanon

## EDUCATION

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**Bachelor in Educational Sciences**

Sept 2007-May 2011

**Major: Basic Education**

Holy Spirit University Of Kaslik (USEK), Lebanon

**Lebanese Baccalaureate in Literature & Humanities** May 2007

Collège Saint Joseph Antoura, Lebanon

## NETWORKING TALKS

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**Guest Speaker at the " EU Regional**

June 23, 2022

**Network for Alumni & Young**

**Professionals" organized by HOPES LEB.**

Represented INJAZ Lebanon as the HR Project Specialist during the virtual networking talk. My intervention tackled the importance, benefits of internships in shaping the youth career.