

# ALAAMALABAWI

EDUCATION MANAGEMENT SPECIALIST & RESEARCHER

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## EDUCATION

**PHD in Education Health, 2023 - present** at Katholische Universität Eichstätt-Ingolstadt

**Summer School, Refugee and Forced Migration (RSC Pathways), 2023** at University of Oxford

**Master's in Education Management, 2020 -2023** at Lebanese International University

**Specialization Diploma (online) Human Resource Management and Leadership Specialization, 2020 – 2021** at Macquarie University – Sydney – Australia

**Diploma of General Education, 2019 – 2020** at Arab Open University

**BA in Education, 2015 – 2018** at Al Jinan University

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## WORK EXPERIENCE

**Data Annotation (part time), 1/2022- Present, Humans in the loop**

**Key Responsibilities:**

- Analyzing various types of data.
- Data Collection.
- Improve the Design of an efficient labeling interface.

**Research Assistance, 10/2021-present at American University in Beirut Medical Center (AUBMC)**

**Key Responsibilities:**

- Data collection and interviewer with participants.
- Transcribing qualitative & quantitative data.
- Interviewed research candidates to ensure program.
- Ensuring data privacy and confidentiality in accordance with company policies and regulations.

**Administrative & Recruitment Consultancy 11/2018 to 6/2022 at Al Khir Hospital, Lebanon**

**Key Responsibilities:**

- Conducted and administered fiscal operations including accounting, expenditures, planning budgets, authorizing.
- Established rates for services and coordinating financial reporting.
- Maintained awareness of advances in medical field computerized diagnostic and treatment equipment, data Processing technology.
- Reviews and analyzes facility activities and data to aid planning and cash and risk management and to improve service utilization.

## **Research & Development (part time), 09/2021-04/2022 Empowering Women for Excellence Initiative**

### **Key Responsibilities:**

- Developing a workable instructive curriculum to guide extracurricular seminar.
- Deciphering research trends in instructional methods and educational technology.
- Interpret human resource analytics through data representation.
- Support the team support the team in developing and reviewing human resource policies and manuals.
- Support in creating solutions for real-time human Resource issues.

## **Co-founder Cinaibrary 11/2018 – 9/2020**

### **Key Responsibilities:**

- Monitoring budgets and expenses to ensure they are in line with projections.
- Providing training to library staff on policies and procedures to ensure efficient operations.
- Developing plans for the future growth of the library system, including new programs and services.
- Establishing policies and procedures for library operations including computer systems, book acquisition, and circulation.
- Create database in access.

## **Researcher (part time), 02/2020 – 03/2020 at Stitching Spark, Lebanon**

### **Key Responsibilities:**

- Assisting in capacity-building of local research team in research methods, research ethics, and interventions.
- Data collection for qualitative and quantitative research projects methods.
- Data management processes.
- Holding regular supervision.
- Analysis data to the final report.

## **Research Intern (full- time), 10/2019 – 09/2020 at War Child, Lebanon**

### **Key Responsibilities:**

- Conducting both quantitative and qualitative data collection during the pilot and randomized control trial testing.
- Checking and cleaning Reporting on adverse events and serious according to study date.
- Transcribing and translating qualitative data collected.
- Attending team meetings and presenting findings to colleagues.
- Maintaining accurate records of research methods and results.

## **Data Collection (full-time), 06/2019 – 10/2019 at COSV Lebanon,Lebanon**

### **Key Responsibilities:**

- Data Collector.
- Communications with partner to introduce the Mashgal project.
- Data Entry for the company registered in al Mashghal website.
- Designing and distributing surveys to collect data from target entering and managing data in Excel spreadsheets or other databases.

## **Administration officer 9/2016 - 8/2018 at Doctors Hospital Al-Manara**

### **Key Responsibilities:**

- Oversaw daily administrative operations, managing schedules, appointments, and departmental communication.
- Implemented and improved administrative procedures to enhance efficiency and reduce errors.
- Collaborated with department heads to coordinate and organize hospital-wide events and meetings.
- Maintained accurate records and documentation, ensuring compliance with regulatory requirements.
- Acted as a liaison between hospital staff, patients, and visitors, providing excellent customer service.

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## LANGUAGE

Arabic	Fluent
English	working Proficiency

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## PROFESSIONAL SKILL

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|-------------------|-----------------------|
| • SPSS            | • Problem Solving     |
| • Communication   | • Data analysis       |
| • Research Method | • Project management  |
| • Leadership      | • Experimental design |
| • Time Management | • Conflict resolution |
| • Team work       |                       |

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## VOLENTER

- Junior Data analysis (part time) 5/2022 – 4/2023 at Techfugees
- Guest Speaker (part time), 02/2018 – Currently at Microsoft Educator Community
- Outreach Worker, 09/2018 – 12/2018 at Norwegian Refugee Council NRC
- Outreach Worker, 07/2018 – 09/2018 at International Rescue Committee
- Research Assistant, 08/2018 – 09/2018 at UNHCR