



Aline Abou Chaar

Always prepared to grab an opportunity and push through a challenging learning experience.

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📍 Beirut, Lebanon

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EDUCATION

Bachelor of Art in Psychology
American University of Beirut

09/2017 - 12/2021

Special Education Practicum
American University of Beirut

09/2020 - 04/2021

Portfolio:

- ◇ <https://sites.google.com/view/specialeducation-portfolio/home>

SKILLS

Goal Oriented

Quick Learner

Critical Thinking

Active Team player

CRM (Salesforce)

Computer Skills: MS Office, Google Drive, Email, Presentations/Slideshows, SPSS & R software

LANGUAGES

English
Native or Bilingual Proficiency

Arabic
Full Professional Proficiency

PROFESSIONAL EXPERIENCE

Talent Acquisition Specialist
New Metrics

04/2023 - Present

Lebanon

Achievements/Tasks

- ◇ Source and screen candidates through various channels
- ◇ Conduct interviews to assess candidate qualifications
- ◇ Identify staffing needs and create job descriptions

Recruiter
American University of Beirut

04/2022 - 03/2023

Beirut

Maroon Semaan Faculty of Engineering and Architecture (MSFEA) - Abdulla Al Ghurair Digital Hub

Achievements/Tasks

- ◇ Contacting potential candidates to drive enrollments in the online programs
- ◇ Managing and training team of enrollment coaches
- ◇ Reporting progress of marketing campaigns weekly & monthly

Project Manager Intern
Schemazone

09/2021 - 10/2021

Online

Schemazone is a consulting, training and contracting firm headquartered in Canada, Toronto.

Achievements/Tasks

- ◇ Developing project charters, business plans, gantt charts, and process maps
- ◇ Leading presentations, team meetings, and team selections

Contact: Dr. Mohamad Ali Mishly - +1 (888) 875-8501 / info@schemazone.com

Research & Outreach Intern
Elgorithm For Schools NGO

10/2020 - 06/2021

Online

Achievements/Tasks

- ◇ Implementing mental health programs in schools provided for students of different age groups
- ◇ Identifying potential business partners

Contact: Executive Director: Ms. Luma Makari - +961 78833272

Project Coordinator
Embrace NGO

03/2020 - 12/2020

Lebanon

National Emotional Support and Suicide Prevention Helpline in Lebanon

Achievements/Tasks

- ◇ Scheduling awareness sessions with various schools and universities
- ◇ Data entry, handling emails, and editing annual reports
- ◇ Assisting office manager with needed tasks

Contact: Executive Director: Ms. Lea Zeinoun +961 03894009 - lea@embracelebanon.org

VOLUNTEER EXPERIENCE

Emotional Support Provider **Be Brave Beirut (BBB)**

11/2020 - 07/2022

Lebanon

BBB is a grassroots initiative offering free and anonymous emotional support during difficult times.

Tasks/Achievements

- ◇ Providing beneficiaries with emotional support
- ◇ Referring beneficiaries to licensed psychologists when needed

CERTIFICATES

Child Protection Training (09/2021)

Himaya NGO

Online Child Safeguarding Training (06/2021)

UNICEF

Psychological First Aid (05/2021)

John Hopkins University

Mental Health and Psychosocial Support (02/2021)

Terre des hommes foundation

Collaborative Institutional Training Initiative (CITI) (10/2019 - 10/2022)

Certification of faculty and students in general research and ethics for working with human subjects