

Adla

# ABOU STEITI

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## OBJECTIVE

Seeking an opportunity in a reputable organization where my education and skills can be utilized in a constructive and professional environment that allows me to maximize my personal and professional skills, and make an influence on shaping our future.



## EXPERIENCE

### [Volunteer at National Institute of Social Care and Vocational Training]

[JULY 2021] – [FEB 2022]

- Spreading awareness in the society about COVID-19, vaccine and other related health and social Topics by facilitating and preparing the sessions after consulting a specialist.
- Follow up with the families and helping them expressing their fears and try to provide help or guiding them to specialists that can help when possible.

### [Tutor at Guide-Me platform]

[JULY 2020] – [DEC 2020]

- Guiding students to express their potentials through one to one tutoring sessions.
- Supporting university students and assisting them in reaching higher academic results.
- Advising the students about their course registration.

### [Intern as project coordinator in career readiness program with INJAZ Lebanon]

[AUG 2020] – [OCT 2020]

- Guiding students and fresh graduates to express their potentials, grow their skills, and release their passion through teaching them how to prepare and apply for an internship and helping them find the best fit position.

### [Tutor for students in grade 6 & 7 at home]

[SEP 2017] – [JUNE 2019]

- Teaching mainly Biology, Math & English and follow up after school.
- Communication with parents and school.
- Presenting the information in a way that appeal to or motivate the students.
- Creating activities to make information more accessible and memorable.



## EDUCATION

## **[Bachelor of Science in Biology] | [Lebanese International University]**

[2015] – [2018]

- Graduate with distinction, **GPA** (3.97/4).
- Award for the high academic achievement from the president of the Lebanese international university (2017), in addition to deans honor award for the high academic achievement from the school of art and science at the Lebanese international university (2016, 2018)
- Major courses: immunity, microbiology, biochemistry, genetics, cell & molecular biology, modern topics in biology, seminar.
- Awarded spark scholarship to complete my bachelor degree in biology (2016-2018)

## **[Lebanese Baccalaureate II (Life Science)] | [Amqa Secondary School]**

[2014] – [2015]

Graduate with Honor, (15.42/20)



### **SKILLS**

#### Soft Skills

- Details oriented
- Passion to learn new things
- Interpersonal Skills
- Ability to work well under pressure
- Team work
- Quick ability to adapt

#### Computer skills

- MS Office (Word, Excel, Power Point)
- Wordpress

#### Languages

- Arabic: mother tongue
- English: fluent, good command in writing, speaking and understanding
- French: fair
- German: fair



### **VOLUNTEERING**

#### **[Outreach volunteer with INJAZ Lebanon]**

[OCT 2020] – [DEC 2020]

- Ensure effective communicating between the organization and students who shows interest in certain training and confirm their attendance, grouping them together in addition to follow up after the sessions taking into perspective audience opinion and evaluation to help program improvement.



### **TRAININGS AND CERTIFICATES**

- ❖ Basic Life Support Online Training - National Health Care Provider Solutions - April 2020
- ❖ Psychological Support Program - SPARK Association - August 2019



### **REFERENCES**

Available upon request