



+96171311998

ribal.alameh95@gmail.com

Beirut-Hamra-Lebanon

@Ribal Alameh

Skills

COMPUTER SKILLS:

MS Word, MS Excel(VBA), MS PowerPoint, Internet use, Camtasia, C++.

LANGUAGES:

Fluent in English and Arabic (writing, reading, and speaking)

SOFT SKILLS:

Leadership, communication, team building, time management, critical thinking, reasoning, and problem solving

TECHNICAL SKILLS:

Surveying, Optimization, Electrician work.

Education History

- Bachelors in Applied Mathematics (American University of Beirut)

Ribal Alameh

PROGRAM COORDINATOR | HEAD OF
MATHEMATICS DEPARTMENT AND
UNIVERSITY SECTOR COORDINATOR

Personal Profile

Educational coordinator at Unite Lebanon Youth Project (ULYP NGO) and mathematics instructor for over 1000 university and school students, looking to invest my educational background, experience and skill set in a new challenging environment. Eager to learn.

Work Experience

Unite Lebanon Youth Project- Full Time Program Coordinator

- Supporting ULYP bridge members in creating data basis for beneficiaries.
- Resolving discrepancies in information and obtaining further information for incomplete documents.
- Reviewing data for deficiencies or errors, correcting any incompatibilities, and checking output.
- Formulating financial reports, action plans, and budgeting.
- Creating timesheets.
- Part time program SAT math teacher for 150 students per term module.

2021-Present

Saber Middle East

- Consultancy in production, procurement, inventory, and warehouse.
- Data analyst

Jan2022-Present

Private tutoring

2013-Present

Certificate and Entrance Exams :

- SAT, SAT 1 & 2, GMAT, Murex-Lebanon interview exam Mathematics and physics for secondary students (SABIS, IC, AC, RHS, BMS...) International Baccalaureate-Curriculum (IB) University Courses: (AUB, LAU, Haigazian, LIU, USG, NDU, AUST...) Mathematics, statistics, physics, electrical engineering, business statistics, operations management

Learning Hub

2019-2020

Head of Mathematics department and
University sector Coordinator

- Tutoring classes up to 30 student per section
- Tutoring online through Zoom and Webex with great interactive and engaging strategies
- Collaborating with Quest Education, and several other centres that lead to an increase of profit for both entities.
- Optimizing and scheduling sessions for other tutors
- Training newly hired tutors for Learning Hub and partnered centres Interviewing school and university tutors
- Getting deals related to maintenance and facilities
- Writing course portfolios and summaries handed later to students Building excel sheets for tracking student payments and tutor payrolls

Other

- Work-Study Program (Administrative Assistant in Jafet Library)
- Civil Engineering Society Camp (:Member of the society)
- AUB Outdoors (Member of the entertainment team)
- House of Technology (Assistant electrician)

References available on demand!