

NOUR OSSEIRAN

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Lebanon,Beirut

EDUCATION

Lebanese American University, Lebanon

Bachelor of Arts, Psychology 2017-2020

Completed foundation year in design

Lewis City International School 2017

EXPERIENCE

Volunteer

Balsam the lebanese center for paliative care

August 2022-present

- o Developed and led an human resources performance review system and created synergies with patients' input.
- o Introduced Management by objectives (MBO) to the organization.
- o Participated in team meetings related to patient's physical and psychosocial wellbeing.
- o Shadowed social workers while providing counsel.

Internship

Beon-it-Lebanon

April -May 2022

- o Worked alongside the Hr specialist to search, screen, interview, and select potential qualified candidates.
- o Prepared a presentation about the "Importance of Mental Health in The Office Space"
- o Rotated in telemarketing and sales department.

Internship

Emirates Lebanon Bank

March-April 2022

- o Rotated through different departments such as customer service, marketing, and relationships managers.
- o Received extensive training in human resources.

Internship

RedOak -Beirut Lebanon

March-April 2022

- o Utilized the ML-CP needs assessment to assess refugees medical socioeconomical, and physiological parameters.
- o Assisted in conducting Disability Equality Training.
- o Help trainers complete their presentation.
- o Conducted discussions between participants and trainers.
- o Arranged the QUDWA Art Exhibition.

Lebanese American University

Work study program

2018-2020

- o Schedule work shifts for students in the department of art and design.
- o Filed and organized portfolios of students for the LAU database.
- o Took inventory of office stationery and art supplies.
- o Handled administrative duties such as typing messages, answering phone calls and copy editing
- o Coordinated logistics of the event.

CERTIFICATION

Collaborative institutional training initiative
2021

- o Completed Social-Behavioral-Educational Researcher Basic Level

SKILLS AND LANGUAGES

- o Proficient with Microsoft Word, Excel, PowerPoint
- o SPSS
- o Fluent English and Arabic
- o InDesign, photoshop, illustrator