



El Minieh 🏠

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Nof GHEMRAWI



SUMMARY

I am an enthusiastic, self-motivated, reliable, responsible and hard-working person. A mature team worker and adaptable to all challenging situations in any environment using my own initiative under pressure and adhere to strict deadlines.



EDUCATION

Master in Health Education | Jinan University

2019 – 2022

Health education is a social science that draws from the biological, environmental, psychological, physical and medical sciences to promote health and prevent disease, disability and premature death through education-driven voluntary behavior change activities.

Master in Bio-Analytical toxicology | American University of Science and Technology

2017 – 2019

Analytical toxicology is the detection, identification, and measurement of foreign compounds (xenobiotics) in biological and other specimens. Analytical methods are available for a very wide range of compounds: these may be chemicals, pesticides, pharmaceuticals, drugs of abuse and natural toxins.

Bachelor in Medical Laboratory Technology | Jinan University

2014 – 2017

Fundamental knowledge in clinical sciences including different areas of interest such as Hematology and Blood Banking, Bacteriology, Virology, Parasitology, Serology/ Immunology, Clinical Chemistry, and Histopathology.



EXPERIENCE

Instructor | Jinan University

2022 – PRESENT

Inspiring people in the field of microbiology.

Research Lab Manager | Jinan University

2021 – PRESENT

- schedule lab or equipment use time for staff.
- purchasing lab supplies or preparing ordering lists. handle security documents
- ensure that all information and data collected in the lab is kept safe.

Team Leader | Oummal NGO

JUNE 2021 – AUGUST 2021

- Develop an internal communication strategy
- Create an inspiring team environment
- Setting goals and objectives
- Delegate tasks and set deadlines
- Oversee day to day operation
- Monitor team performance and report on metrics
- Motivate team members
- Discover training needs and provides coaching
- Listen to team members' feedback and resolve any issues

Preventive medicine | Oummal NGO in collaboration with the MoPH

APRIL 2021 – JUNE 2021

- focusing on the health of individuals and communities
- providing data on immunization coverage and the receipt of preventive health care
- informing policy makers' efforts to improve immunization of immunocompromised patients.
- promoting health and well-being and preventing disease, disability and death among immunocompromised patients who are most susceptible to COVID-19.

Senior Supervisor | Oummal NGO in collaboration with the MoPH

APRIL 2021 – JUNE 2021

- Setting goals for performance and deadlines in ways that comply with the company's plans and vision.
- Monitoring employee productivity and providing constructive feedback and coaching.
- Maintain timekeeping and personnel records.
- Pass on information from upper management to employees and vice versa.
- Prepare and submit performance reports

Instructor | Al Fawal Institute

OCTOBER 2020– MAY 2021

Inspire, motivate, encourage and educate learners in the fields of psychology and microbiology.

Data Entry | Oummal NGO in collaboration with the MoPH

March 2021 – April 2021

It involves entering data from various sources into the organization's computer system for processing and management. It needs to efficiently manage a large amount of information that is sensitive or confidential since it is related to the MoPH, impact platform and central inspection.

Supervisor | Oummal NGO in collaboration with the MoPH

February 2021 - April 2021

- Review the case and ensure that all necessary information is available.
- Evaluate the situation and adopt the appropriate intervention strategy.
- Contact the patients who need to be vaccinated or their family to match the information received and to inform them about the strategy and duration of the intervention.
- Contact the health practitioners in case of a medical inquiry.
- Contact the project manager in case of an administrative inquiry.

- Intervene in order to solve issues in cooperation with all who are concerned.

Patient Monitoring Officer | Oummal in Collaboration With NSSF

October 2020 - February 2021

- Receive the call of citizens who have inquiries and complaints related to the healthcare system in order to maintain a universal health coverage without discrimination.
- Review the case and ensure that all necessary information is available.
- Evaluate the situation and adopt the appropriate intervention strategy.

Psychological First Aid | El Nahda NGO

December 2020 - December 2020

Providing psychological support for Syrian refugees who are in distress and helping them to address immediate resources during the violent act against them that took place in Bhanine-North Lebanon, in December 2020.

Trainer | El Nahda NGO

December 2020 - December 2020

Capacity building project: inspire and support trainees to relieve stress using non-violent strategies.

Research Assistant | WHO in collaboration with Jinan University

October 2019 - June 2020

Bibliometric and analysis of data related to the Eastern Mediterranean region and North Africa helps decisionmakers to improve the health system in the region.

Graduate Assistant | American University of Science and Technology

October 2018 - June 2019

I act as a helper to the department of health sciences, students, and professors in research and administrative capacity. My primary responsibilities include assisting professors with various administrative tasks, organizing campus events, and conducting various research tasks.

Lab Technician | Tripoli Governmental Hospital

February 2017 - June 2017

This includes collecting and performing tests on body fluids and biological specimens using various types of machines and programs.



SKILLS

- Problem solving skills
- Strong communication skills
- Team work
- Working under pressure
- Commitment
- Leadership



COMPUTER SKILLS

- Programming languages: Python, SQL (MySQL, SQLite)
- Software development skills
- UML diagrams
- Data visualization with python
- Machine Learning
- Word, excel, power-point



LANGUAGES

- English
- French
- Arabic



CERTIFICATES

- operational planning guidelines and COVID 19 partners' platform to support country preparedness and response
- - World Health Organization standard precautions: Environmental cleaning and disinfection-
- World Health Organization Organization Health World : تعجيل أهداف التنمية المستدامة المرتبطة بالصحة
- Psychological support - International Academy for Building Capacity
- Diploma of NGO management - International Academy for Building Capacity
- الأطفال سلوكيات تعديل : International Academy for Building Capacity
- Diploma in public relations- Global Golden Group
- International public Relations-International Academy for Building Capacity
- Mastery of business administration (Mini MBA)- Global Golden Group
- Mastery of business classes 2-Global Golden Group
- Monitoring and Evaluation –Global Golden Group
- Certified coach and career advisor- Global Golden Group
- Certified Professional Trainer- Global Golden Group
- Certified Human Resources Management- Global Golden Group
- Applied Project Management planning- Global Golden Group
- Organizational strategic Planning-Global Golden Group
- Emotional intelligence, effective communication skills, media and bullying, drug of abuse awareness sessions – Lebanese Red Cross