

Yara Halabi

CONTACT	Beirut, Lebanon Lebanese Canadian	E-mail: yarahalabi21@gmail.com Phone: +961 78 935 102
EDUCATION	Bachelor of Arts (B.A) in Political Science/International Affairs Lebanese American University	June 2021 — Present
	International Baccalaureate Full Diploma Wellspring Learning Community	2018 — 2020
WORK EXPERIENCE	Private Tutor Tutoring students from 7-16 years old in <ul style="list-style-type: none">• English: reading, writing, research.• Psychology• Biology• History	— Present
	The A Project Intern <ul style="list-style-type: none">• Researching information and designing a game about sexual health for local NGO fair.• Trained (intensive course during the summer break) to be a volunteer for their sexuality hotline.• Wrote a blog post for their website.	April 11-17 — August 2-10 2019
	Wellspring Learning Community Mentor <ul style="list-style-type: none">• Guided a younger student and helped him work on his organizational skills, behavioral problems, and communication skills.	February 13 — March 27 2019
	Wellspring Learning Community School Production Stagehand <ul style="list-style-type: none">• Paint sets and create props with a team of students for the school's annual production.• Ushered and took tickets while implementing the seating chart for a large audience.• Applied make up on the younger actors.• Assisted and motivated younger actors with their stage nerves.	February 13 — March 27 2019
	Irshad w Islah Intern <ul style="list-style-type: none">• Made and received phone calls from clients.• Archived and cataloged paperwork and folders.• Edited paperwork.• Edited and designed surveys to ask for feedback from clients.• Maintained records and ensure they are updated.• Organized boxes of essentials such as food and hygiene products for families.	October 3 — November 7 2018

- CERTIFICATIONS**
- KnowBe4: Certificate for Security Awareness Course October 2022
 - KnowBe4: Certificate for Social Media Safety Course November 2022
 - Instituto Cervantes: Diploma de Español Como Lengua Extranjera Nivel A1 July 2018
 - Certificate of Secondary School Services Commitment Wellspring Learning Community 2018-2020
 - UCMAS Lebanon: Achievement in Training Levels 1-2-3

- QUALIFICATIONS**
- Languages:**
- English: Fluent
 - Arabic: Fluent
 - Spanish: Working knowledge
- Skills:**
- Windows
 - macOS
 - Microsoft Office Products
 - iWork (Pages, Keynote, Numbers, iMovie).
 - Google Workspace (G Suite)
 - Original Research
 - Adobe Premiere Pro
 - Comic Life

- INTERESTS**
- Reading
 - Writing
 - Swimming
 - Yoga
 - Hiking
 - Sewing

REFERENCES References available upon request.