

**Manuella Ohannessian**  
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## **PROFESSIONAL EXPERIENCE:**

February 2022 – Present: Nursing Data entry at **ARCL Armenian Relief Cross of Lebanon** Primary Health Care Centre, Bourj-Hammoud.

- Prepared and presented awareness lectures concerning common female health problems to the Armenian female community
- Led a volunteer team (Public Health and Social Services department) for the Children's Cancer Center of Lebanon (CCCL) visit- organized and devised games and entertainment activities based on age appropriateness, coordinated the assemble of the equipment needed for the activities and donation-gifts, managed the activities of the visit that day

### Job responsibilities

- Documenting accurately and thoroughly electronically medical visits and procedures as they are being performed by physicians and nurses
- Transcribing dictated medical information and diagnoses (ICD) from files into the medical record on Phenics MOPH program: Doctor's WrapUps, ICD 10, Diagnosis, MUAC, NCD.
- Monitoring and amending recognized data discrepancies and gaps
- Coordinating with different staff members for precise and efficient work flow
- Assisting periodically in the pharmacy and social services department

Upon request, assisting in content writing, editing and creation of health posts and campaigns on social media in English language.

2021-2022: **Barista** position in a newly opened coffee shop in Bourj-Hannoud **OldTown Coffee** (for 4 to 5 months)

- Helping the owner make the opening successful
- Making of the drinks
- Cashier
- Customer service
- Creating new drinks

2011-2021: Private Tutor taught intermittently through years

- Teaching all subjects
- Fortifying the student's abilities

Summer 2017 and Summer 2016: Temporary employee at **Capitol** library, Bourj-Hammoud.

- Sales
- Preparing demanded books, arranging them.

Summer 2015: Summer School **Teacher** at **Howard Karaghuesian Commemorative Corporation's (HKCC)**, Bourj-Hammoud

- Teaching French to all classes from grade 1 to grade 6 • Monitoring children during trips.

## **EDUCATION:**

2020-2021: Graduated **Bachelor of Science (B.S.) in Life and Earth Sciences (Biology)**, Lebanese University (LU).

2013-2014: Lebanese Baccalaureate in **Life Science**, Mesrobian College.

## **COMMUNITY:**

Year 2023: Assistant teacher for students of Psychology and Biology background with their research papers.

25 May 2019: Volunteer at the **Health Day** event organized by **ZSA** (Zavarian Student Association) in Bourj-Hammoud area

- Assisting in brainstorming ideas for the event organisation • Offering any help necessary at the event day
- Monitoring the flow of the event.

2018-2019: Volunteer at **Zavarian Student Association** Good Will Initiative Commission.

Saturday 28 of January 2023: Volunteer as the Head of the Community Service committee of ZSA (Zavarian Students Association) where the day was dedicated for the kids of the Bird's Nest Armenian orphanage Jbeil, by playing games and having activities.

## **TRAININGS:**

- Basic Life Support training by Amel Association;
- Civil Defense training;
- Infection control;
- Time Management;
- Lebanese Red Cross training.

**SEMINAR:** Accessibility and Inclusion for People with disabilities in Lebanese Cultural, heritage and Natural sites.

Alongside various seminars I attended through years of volunteering.

## **SKILLS:**

**Computer:** Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Canva.

**Soft skills:** Organizing, Detail attentive, Team work, Service, Health related analyzing, Leading work, Critical Thinking, Management, Analytical thinking, Adaptability and flexibility, Communication skills, Bigger picture oriented.

## **Languages and proficiency:**

- Armenian: Native
- Arabic: Native

- French: Fluent
- English: Fluent

References:

- Director Nazeli Avakian, Director of ARCL Araxie-Boulghourdjian Socio-Medical Center (Primary Healthcare center).

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- Mr. Amin Aridi, Health field coordinator from Amel Association International in partnership with ARCL.

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- Mrs Christine Tanielian, Country Director at Jinishian Memorial Association

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