

Tala Abdul Jawad

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📍 Beirut, Lebanon

📅 02/05/2001

Profile

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. Seeking to find an applicable job where I can grow to be better and give more by obtaining new skills.

Professional Experience

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|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2022 – present
Beirut, Lebanon | PRIVATE ENGLISH TUTOR , <i>online, live and at study centers.</i> <ul style="list-style-type: none">• Learned to support students' academic and personal development to improve their study habits. |
| 2020 – present
Beirut, Lebanon | ACTIVITY PLANNER , <i>Irshad and Islah NGO</i> <ul style="list-style-type: none">• Designed and executed activities for youth to work through real challenges and make meaningful change and be encouraged to confront moral dilemmas, investigate solutions, and employ innovative thinking. |
| 10/2022 – 12/2022
Beirut, Lebanon | TELEMARKETING, VIRTUAL ASSISTANCE AND CALL CENTER OPERATIONS , <i>Mvision USA</i> <ul style="list-style-type: none">• Acquired the skill of satisfying the customers and remaining empathetic and professional; along with delivering customers' needs to attorneys. |
| 01/2022 – 03/2022
Beirut, Lebanon | SOCIAL WORKER IN PART-TIME JOB , <i>Anera INGO</i> <ul style="list-style-type: none">• Participated in administering the COVID vaccine and organizing the situation by guiding people and helping them. |
| 2019 – 2022
Beirut, Lebanon | MEDICAL SURGICAL FLOOR INTERN , <i>Makassed hospital and Sibling Governmental hospital as a part of a practical course.</i> <ul style="list-style-type: none">• Was responsible for all nursing duties and learned new skills (vital signs, medications, blood withdrawal, and knowing how to deal with patients in general). |

Education

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|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2019 – 2022
Beirut, Lebanon | BACHELOR OF NURSING , <i>Beirut Arab University</i> |
| 2016 – 2019
Beirut, Lebanon | HIGH SCHOOL , <i>Makassed Khaled Bin Al Walid</i> <ul style="list-style-type: none">• Got the chance to volunteer in a lot of community work. |

Skills

- **Computer Skills**

Microsoft Office (Global Digital Literacy Certification (IC3)

- **Active and empathetic listener**

- **Team – leader and worker**

- **Detail oriented**

- **Fast learner**

- **Multitasker**

- **Data entry**

- **Creative**

Languages

Arabic



English



MUN participant

French



Certificates

- Global Digital Literacy Certification (IC3)

- Basic Life Support Provider

Interests

I'm truly passionate about helping people in any way possible for I volunteer in every event I get the chance to be a part of. I enjoy implementing creative ideas for the youth. I love participating in marathons for fund raising as a way of giving back. I have good communication skills and am a fluent English speaker.