

# Curriculum Vitae

## Personal Information:

Name: Karam Ali Nimer

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Personal Email: [Karam.nimer2016@outlook.com](mailto:Karam.nimer2016@outlook.com)

## Career objective:

Seeking for a position with a reputed association to work with and share experience.

## Education:

- Specialized Teaching Diploma  
Beirut Arab University *Date of Graduation: May 2022*  
GPA: 3.83 (with Distinction)
- Master of Business Administration in Human Resource Management  
Lebanese International University *Date of Graduation: May 2021*  
GPA: 3.75, Dean's list (High Distinguished)  
\*I have also completed all major courses related to Financial Economics.
- Bachelor of Business Administration in Economics  
Lebanese International University *Date of Graduation: June 2019*  
GPA: 3.83, Dean's list (High Distinguished)
- Lebanese Baccalaureate II – Emphasis: Sociology & Economics  
Al Qastal Secondary School *Class of 2016*

## Work Experience:

- HR Officer/Animator – SHAHD Association  
Date: February 2022 – Present
  - Supporting the development and implementation of HR activities and systems.
  - Create and implement effective plans and training program.
  - Maintain employee records (Attendance – Leaves.)
  - Review employment and working conditions to ensure legal compliance.
  - MS Office Trainer
- Math and English Teacher for Grade 2 – SHAHD Association  
Date: October 1, 2021 – January 2022
  - Plan, Prepare and Deliver learning materials for children.
  - Develop lessons plans, activities and reports for students.

- Use appropriate technology and different means of illustrations to facilitate and support learning.
  - Prepare classroom activities for students to facilitate learning.
- Animator Assistant Volunteer – SHAHD Association  
Date: July 1, 2020 – September 2021  
Duties and responsibilities:
  - Assist PSS coordinator in coordinating events for the youth committee.
  - Conduct outreach activities and support data collection.
  - Facilitate the organization of Summer Program cultural activities during summer.
  - Assist in administrative tasks and data entry.
- Economic Teacher for Secondary Level – Bekaa Educational Center  
Date: October 2018 – June 2020  
Duties and responsibilities:
  - Plan, Prepare and Deliver learning materials for children.
  - Develop lessons plans, exams and reports for students.
  - Use appropriate technology and different means of illustrations to facilitate and support learning.
  - Prepare classroom activities for students to facilitate learning.
- Private teacher for primary, complementary and secondary education classes (Grade 1 – Grade 12)  
Date: 2016 – 2020  
Duties and responsibilities:
  - Support students in learning activities through different learning methods and techniques.
- Participant in the YOUTH LEADERSHIP PROGRAMME 5 Training, intensive training with DOT.  
Date: January 24 2019 – October 2019  
Project: Sustainable Touristic Village.
- Team Coordinator – Hult Prize – Lebanese International University  
Date: Fall Semester 2019-2020

## **Enrolled in Programs:**

- The Certified Management Accountant (CMA)  
Professional Financial Consultancy *Expected Date of Completion: September 2023*
- The Leaders MBA – MENA's Disruptive Online MBA  
The Leaders Bootcamp *Expected Date of Completion: August 2023*

## **Training, Workshops and Certificates:**

- Safe Identification and Referrals Training – UNICEF - July 2023
- Building Resilience and Capacity Building Social Behavior – MSCC MAKANI - UNICEF
- KidPower Training – ARCPA – Zeina Houbesh – December 2022
- Inclusion of Children of Disabilities in CP and GPV Program – ARCPA – October 2022
- Puppet Workshop – ARCPA – Osama Taha – October 2022
- Positive Parenting Program – ARCPA – Hanan Krayem – June 2022
- Paper Quilling Jewelry and Postcards Workshops – ARCPA – Badria Osta – May 2022
- I Deal Training – ARCPA – WAR Child – February 2022
- Little Fellow Training – ARCPA – WAR Child – January 2022
- LEGO Training – UNICEF – January 2022
- Social Media Marketing Training Program – Mouvement Social – Part of UNICEF’s Generation of Innovation Leaders Programme (GIL) – September 2021
- Accredited Trainer – International Academy for Building Capacity – April 2021
- Caregiver training – Palestine Red Crescent Society – July 2021
- Digital Transformation and Exponential Technologies – The Leaders Bootcamp – April 2021
- Communication Skills and The Pitch – The Leaders Bootcamp – March 2021
- Research Methodology – Oakridge Professional Training and Development Academy – March 13, 2021
- Entrepreneurial Mindset – The Leaders Bootcamp – February 2021
- Professional Teacher Diploma – International Academy for Building capacity - December, 2020
- Child Psychosocial Support Training – Palestine Red Crescent Society – December 2020
- Basic Child Protection training – SHAHD Association – December 1, 2020
- Maharat Min Google training – Keen International – November 24, 2020
- MICROWORK TRAINING PROGRAM – Saya Training and Consultancy – October 2020.
- Business Ideation Workshop presented by Mr. Amir Saab – Entrepreneurship Educator – Friday, November 23, 2018 at LIU – Rayak Campus.
- CV Format and Professional Interview Conduct presented by Ms. Sarah Abdallah – LIBRO – Friday, October 26, 2018 – LIU Rayak Campus.
- Professional Development and Internship Program presented by Loyak – LIU Rayak Campus, November 10 - December 8, 2017.

**Languages:** - Arabic: mother tongue

- English: Advanced in reading, writing and speaking

**Skills:**

- Computer Skills:   - Microsoft Office  
                              - Google form and Online meeting platforms (Zoom, MS Teams, Skype.)
- Management, communication and presentation skills
- Leadership and Social skills
- Data Entry
- Research skills and preparing reports
- E-Learning and teaching skills
- Team work: ability to work with team and independent
- Ability to work under pressure
- Entrepreneurial skills

**Resources:** available upon request