



# CAROLE E. NEHME

Career counselor & Consultant

## About Me

From "fashion design to life design" a transition that sums up my professional career path. Teaching, training, consulting, coaching in a different field of guidance (schools, NGOs, personal practice, etc.) with varied audiences (adults and young people, vulnerable or not...) are the missions that I led simultaneously the last fifteen years. This large experience endowed me with multiple skills including creativity, initiative, management, communication, and allowed me to increase my ability to connect with, to understand and to have effective interventions to culturally diverse clients.

## Personal

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## Experiences as Career Counselor & Consultant

- **Private practice** **2010-till present**
  - Organizing Workshops and Training for Career Counselling
  - Intervention in different schools
  - Workshops in career counselling in a private cabinet
  - Coaching for individuals (youth & adults) for insertion
- **Career Counselor in charge of the Information and Orientation Center at Sœurs des Saints Cœurs –SIOUFI Collège** **2021-2022**
- **Career Counselor in charge of the Information and Orientation Center at Sœurs des Saints Cœurs –Kfarhabab Collège** **2010-2021**
  - Managing career guidance events (forum, internship, ...)
  - Organizing guidance workshops for teachers and parents
  - Managing university files and documents
  - Developing a network of partners
  - Designing career guidance programs and creating the necessary tools
- **Working with UNICEF on HADAFI project** **2020 till present**
  - **Coaching and training facilitators during implementation** **2021-2022**
  - Field visits for implementation monitoring
  - Training new facilitators
  - individual coaching
- In charge of designing tools for career education and guidance program designed for youth for MADA in partnership with UNICEF** **2020-2021**
  - Designing tools for Career Guidance: HADAFI kit made of 25 sessions, a teacher guide and a workbook for the youth
  - Trained about 90 keypersons on the program (ongoing training)
  - Coaching facilitators during implementation (individual and group)
- **Designing tools for the Life Skills for Professional Orientation (LSPO) program with AMIDEAST on the QITABI II project in partnership MEHE & CRDP** **2019-2020**
  - Developed with a team of experts Strategy Outline (vision, mission, definition, principles and strategic directions for a comprehensive career education and guidance program for public schools.
  - Embedded career education into the curriculum and tailored the goals and content of career education to the developmental stages of students (grade levels)
  - Created sample tools to be used by the teachers for the program
  - Trained the teachers on the program
- **Teacher and supervisor of internship and master students at St Joseph University** **2012-till present**
  - Teaching on issues related to career guidance

## Skills

### • PERSONAL SKILLS

- Designing program and creating tools
- Very good communicator
- Outdoor events & activities organizer (cultural & academic)
- Trainer in educational and environmental project
- Responsible, positive, creative, flexible, ambitious, autonomous, conservative, loyal and honest person. Hard worker, well organized person, learn quickly from experience.

### • Language

Arabic



English



French



### • Computer literacy

- Windows
- Microsoft:  
Word, Excel, PowerPoint
- Microsoft: Teams, Forms
- Zoom
- Google: drive, forms
- Adobe photo shop

### • Designing and implementing a career guidance program at Tahaddi 2016-2020

- Managing career guidance events (forums, internships ...)
- Organizing guidance workshops for youth
- Designing and implementing an apprenticeship program along with its tools for youth aged 13-15

### • Head of the Education and Guidance Committee at LABORA 2015-2020

- Youth Career Guidance Workshop
- Career counseling workshop
- Designing and developing a fundraising project for career guidance

### • Designing and developing a fundraising project for professional integration of addicted person for the rehabilitation center at OUM EL NOUR February 2016-May 2017

#### - Implementing & Monitoring the first year of the project

- Youth Career Guidance Workshop
- Implementing career activities
- Career guidance and Coaching for beneficiaries

### • Trainer at UNFPA in « a Training-of-Trainers (TOT) Program for Women empowerment » July 2012

- Training women to use « Inti...Hiyi » interactive Tools (GBV, decision making ...)
- Monitoring the (TOT) program and designing tools for program evaluation

### • Sociology Teacher at SAGESSE High School 2009-2013

### • Training youth with SAVE THE CHILDREN July-August 2011

- Communication skills and management of a summer camp

### • Career counseling for Iraqi youth with SAVE THE CHILDREN 2010

- Organizing job fair and individual counseling for Iraqi

### • Research Assistant and Project Manager at St Joseph University 2009-2013

- « Toxicomanie et politiques sociales au Liban: mesures et pratiques; limites et perspectives. (2009 - 2013)
- « Les pratiques significatives en animation socioculturelle. Regards croisés en Suisse Romande et au Liban » (2009)

### • Project Monitoring: RMF (René Mouawad Foundation) 2009

### • Implementing a community project at Tarchich with St Joseph University 2010-2011

- Team and program management
- Event organizer

### • Coordinator of the project « Agir ensemble pour le développement durable ».2009

- A collaborative project between UNESCO and USJ aiming at enhancing the role of youth as active citizens (summer 2009)
- Managing training sites
- Team management and monitoring of various socio-economic projects implemented by the teams

### • Delivering training for associations members on Gender With the Ministry of Social Affairs Août 2009

### • Delivering training for WEPASS 2009

- Delivering training in « a Training-of-Trainers (TOT) Program for Women empowerment »
- Training the women to use « Inti...Hiyi » interactive Tools (GBV, decision making , ...)
- Monitoring the (TOT) program and designing tools for program evaluation

## HOBBIES

- **Sports:**

Swimming  
Hiking

- **Artistic and cultural activities:**

Drawing  
Reading  
Traveling  
Music

- **Social activities:**

An active member of my church  
In organizations as Labora

## Reference

### Ms Rima MOUAWAD

director of (ELFS) « Ecole Libanaise  
de Formation Sociale » Saint  
Joseph Univeristy

**Father Antoine Khadra** founder of  
LABORA part of " ORAunion"

### Jihad Yaacoub

Founder and PDG of "The Council  
Leadership Academy"

- **Research Officer in a post-conflict project with " CRDTA "** 2007
- **Trainer for democracy project with "Secours Populaire Libanais"** 2006-2007
- **Manager of educative and cultural activities at "Aie confiance" Palestinien Dbayé camp** 2006-2009
- **Coordinator of the development project at Brital with Bureau Technique des Villes Libanaises (BTVL) et Aie confiance** 2007
  - Designing and implementing cultural and educative activities to promote the village
  - Managing and training the Brital team
  - managing summer camp for 15 days in Brital
- **Development officer for the « Opération 7ème jour » with St. Joseph University** May 2007
- **Teacher and animator manager of school activities at Notre Dame Des Victoires collège – Achrafieh** 1994-2006
- **Animator**
  - Organizing large-scale events and training
  - Initiating, managing and executing educational projects concerning environment and health
  - Organizing, planning and running children's summer camps and training monitors
  - Managing health and environmental clubs and training their monitors
- **Teacher**
  - Exchanging videos by correspondence through the French Cultural Center (CCF) (inside & outside Lebanon)
  - Training teachers on audiovisual education programs with the support of the CCF
  - Giving courses in performing arts: Singing, Theatre and Drawing
  - Teaching French and Sciences

## Education

- 2017 - 2022** ·Doctorate in career counseling at Saint Joseph University in co-direction with Louis Cournoyer- UQAM -Canada 2017- Currently
- 2010 - 2011** ·Masters in socio-educative counselling with emphasis on "career counselling" USJ ELFS, Beirut, 2011
- 2002 - 2004** ·Teaching Diploma in Social Animation (Human Sciences) – St. Joseph University, Beirut,2004
- 1989 - 1990** ·Fashion designer 1990 at Francel Institut –Achrafieh

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## SEMINARS & WORKSHOPS

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- Training TCC – La CROIX hospital **2018**
- Supervision of the practice in « career counselling » with professor Louis Cournoyer, UQAM-Canada **2014-2017**
- Training « coaching » at Saint Joseph University **Nov 2015**
- Training « carrer guidance » organized by AUST **Sept 2015**
- Training Brain Gym with Asselyne Delarmadelle **2014-2015**
- Training «praticiens et de formateurs en communication relationnelle » Méthode ESPERE® with Jacques Salomé **2013-2014**
- Six month training in GESTALT thérapie by Joe AKHOURY **2012**
- Training « ENSEMBLE POUR LA PAIX » with IFHIM **Octobre 2012**
- Training « ETRE PARENT AUJOURDHUI » with Jacques Salomé **Janvier 2012**
- Group dynamic workshop with body mediation **2011-2012**
- Supervision of the practice in the Master 1 at Saint Joseph University **2010-2011**
- Individual therapy **2010-2011**
- Workshop on fundraising for NGOS -Notre Dame de Louaizé **May 2008**
- Strategic Planning in NGOs **June 2007**
- Courses in Business English in the American Center **2007-2008**
- Environmental training with " TERRE " **June 2003**
- Exchange videos by correspondence by BCLE (methodology & Production) **Sep 2000**
- Educational animator for French language "université de Caen" in France **July 1999**
- Science training with "Les Petits Débrouillards " **April 1998**
- French language training with IFM (CCF) **1996-1997**
- Environmental training with BCLE **Sep 1996**
- Environmental training with Greenline **May 1995**
- Exchange videos by correspondence by BCLE **Nov 1994**
- Training by YMCA in Brumana, followed by a summer camp in August **April 1993**
- Training by UNICEF in Karm Saddeh, followed by a summer camp **Aug 1990**
- Summer camp **Aug 1991**