

Malak Abou Hamdan

Social Worker

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Summary

A dedicated and professional Social Worker with 4+ years of experience in the NGOs industries. Proven record of providing social service to various kind of people to cope with their difficulties. Effective leader who performs well in collaborative environment with students, clients and coworkers. Adept at identifying the needs of people who need help, assessing client's strength and support, developing plans to improve well-being of client, and helping clients adjust to challenges and changes. Seeking a more challenging role as a medical social worker in an environment that is conducive to my intellectual, professional, and personal growth, where I can alleviate the conditions of those who are suffering from social deprivation.

Experience

Social Worker – 10/2022 to Present

National Rehabilitation and Development Center, Beirut, Lebanon

- Provide life and independent skills for students with disabilities while intervening with beneficiaries and their parents, and addressing each case as a unit and setting tailored measurable goals
- Work on inclusion for disabilities through a common project with UNICEF through HI while preparing and conducting presentations on social skills, arising social issues, and social workers' major fields
- Conduct workshops in several schools, scouts, and NGOs centered on inclusion and ways of communication with special needs, and develop camp activities for Chaldean children in Lebanon taking into consideration their social skills and intervening when needed
- Plan, coordinate, manage and implement support packages to help clients deal with difficulties and overcome dependencies while interviewing service users and assessing their current condition, needs, strengths and weaknesses

Social Worker – 08/2020 to 09/2022

Farah Social Foundation (FSF), Beirut, Lebanon

- Assessed the needs of unfortunate people during the current situation in Lebanon while collecting, organizing, and updating data in spreadsheets using Microsoft Excel
- Visited houses and filled forms to describe the detailed situation of each assessing their needs for food, meds, education, hospitalization, and home restoration
- Created psychosocial support activities, and facilitated all PSS sessions while being a focal point for the ASMAE project in the foundation
- Implemented Excel skills to analyze complex data and convert it into easily understandable with 98% accuracy while working on the outreach for several camps that were done for Beirut Blast victims

Education

Master One in Medical and Social Work (2023)

Lebanese University, Ain w Zein, Lebanon

Certifications & Workshops

Young Men's Christian Association (YMCA), Lebanon

Certificate in Dealing with Children and those who Have Special Needs

Training of Trainers (Tot), Lebanon

With IECD to Facilitate an Orientation Session

Centre Mine, Lebanon

Certificate "I Brush My Thoughts" Webinar

Certificate "Our Mental Health Matter" Webinar

Young Men's Christian Association (YMCA), Lebanon

Certificate in a Peacebuilding Training Course.

UNICEF, Lebanon

Training about Social and Behavioral Change (SBC) to Work on Inclusion for Special Needs

Humanity and Inclusion (HI), Lebanon

Training centered on Inclusion in the Classroom

IEP (Individualized Education Plan)

UNICEF, Lebanon

Certificate in facilitating SH+ (Self Help Plus) sessions

Trainings

National Rehabilitation and Development Center, Lebanon (02/2021 to 06/2021)

- Dealt with special needs students (severe cases).
- Created Psychological Social Support for special needs parents.

Farah Social Foundation (FSF), Lebanon (06/2022 to 08/2020)

- Participated in several camps (adding activities)
- Assessed the needs of the beneficiaries

Baakline Medical Center, Lebanon (02/2019 to 04/2019)

- Performed administrative tasks in the outpatient clinic
- Created a medical and social seminar on maternal health
- Conduct Medical Equipment Orientation

Skills & Expertise

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| • Leadership | • Employee Training |
| • Team Management | • Negotiations & Contracts |
| • Communication & Negotiations | • Policies & Procedures |
| • Problem Solving | • Microsoft Office |
| • Project Management | • Psychosocial support (Parents, Students) |
| • Data Entry Expert | • Individual and family Intervention |
| • Analytic and Problem-solving | • Meet Deadlines |
| • Decision-Making | • Work Under Pressure |
| • Have Access on Several Referral Tools
(RIMS, RAIS, and Activity Info) | • Strong Research and Presentation Skills |

Languages

Arabic: Native | **English:** Fluent