

# Ghida Darazi

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## OBJECTIVE

Seeking a challenging position in a reputed organization where I can learn new skills, launch my career, and contribute to the organization's growth.

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## WORK EXPERIENCE

07/2022 - Present

### **Social Work - Field Team, UNHCR Makhzoumi Foundation , Beirut**

Responsibilities:

- Ensure proper follow up on all actions to be considered for individual/family cases till achieving desired results
- Prepare data and information for making regular report data analysis
- Provide listening, support and counseling services to beneficiaries
- Conducting calls with refugees and writing feedback
- Provide listening, support and counseling services to beneficiaries.

09/2017 – 06/2022

### **Preschool Teacher, N.E.I.G.B. School, Saida**

Responsibilities:

- Ability to enhance student's social, emotional ,and non-cognitive development
- Working with responsibility , integrity, compassion, and honesty (RICH values)
- Good communication skills
- Time management - Critical thinking
- Patience – Teamwork
- Working on each learner to become knowledgeable, caring, risk taker, balanced, open minded, and reflective

03/2017 – 09/2017

### **Accountant and Sales, Stile Boutique, Saida**

Responsibilities:

- Ability to use systems productively
- Storing and managing financial data properly
- Ability to build relationships and communicate effectively with clients and colleagues

09/2012 – 12/2016

### **Private Tutoring, Teaching at home, Saida**

Responsibilities:

- Motivate students to learn new things and achieve

- higher grades
- Set up adequate learning environment
- Work on intellectual, physical, emotional, and social development of each learner
- Innovate and stimulate discussions

## EDUCATION

02/2012 – 06/2016

**Faculty of Business and Economics – BS in Management with Distinction (GPA 3.91/4)**, American University of Science and Technology

09/1996 – 06/2011

**Lebanese Baccalaureate in Life Sciences**, National Evangelical Institute for Girls and Boys School

## CERTIFICATIONS

2019

**“UNLOCKING OUR POTENTIAL”- National Evangelical Conference**, Association of Evangelical Schools in Lebanon

2010

**2010 PILOT TESTS OF IAB**, International Arab Baccalaureate (IAB)

## WORKSHOPS

- Oukkoud Al HOROUF مهارات القرن الحادي والعشرين
- Scholastic Early Childhood Reading Webinar
- جلسة تعريفية ببرنامج بالعربي
- Education Exchange: Safer Internet Day LIVE Event (BRITISH)
- “Teacher as atrainer” – Mr. Samir Costantine
- MEDISCHOOL WORKSHOP
- TECH BOARD WORKSHOP – BIG FUN
- ANTI-BULLYING WORKSHOP (PHASE 1 – PHASE 2)

## MAJOR COURSES

Project Management  
Human Resources  
Leadership  
Organizational Behavior  
QM  
Strategic Management  
Managerial Accounting

## LANGUAGES

Arabic: Native Language ;  
English: Full Professional Proficiency;  
French: Limited Working Proficiency;  
Other Languages: Turkish.

<b>INTERESTS</b>	Volunteering in community services Learning Languages Marketing
<b>NATIONALITY</b>	Lebanese
<b>GENDER</b>	Female
<b>DATE OF BIRTH</b>	28/09/1993
<b>DRIVING LICENSE</b>	Yes
<b>REFERENCES</b>	References available on request