

Ghida Itani

PROFESSIONAL SUMMARY

I have experience in both fields of international affairs and education. I am actively seeking new opportunities to leverage my skills at a promising organization that empowers creativity, teamwork, analytical thinking, in order to invest further in my skills and advance my career path.



EXPERIENCE

American High School, Lebanon — English Teacher

November 2023 - Present

- Teaching English for grade 7 and grade 8.
- Developing students' English language skills.
- Preparing and implementing daily lesson plans, classwork, homework, assessments, and corrections.
- Monitoring students' academic performance and behavior.
- Cooperating with parents and contacting them when needed.

American High School, Lebanon — SST Teacher

November 2023 - Present

- Teaching SST for grade 5, grade 6, grade 7 and grade 8.
- Developing students' knowledge on various SST topics ranging from history, geography, sociology and economics.
- Preparing and implementing daily lesson plans, classwork, homework, assessments, and corrections.
- Monitoring students' academic performance and behavior.
- Cooperating with parents and contacting them when needed.

Sun of Knowledge British International School, Egypt — English Teacher

September 2021 - MAY 2023

- Prepared and implemented daily lesson plans, classwork, homework, assessments, and corrections.
- Monitored students' academic performance and arranged support sessions, when needed.
- Handled circle time that incorporated each week's topics.
- Presented two workshops on the school campus: One on special educational needs, and one on effective ice-breaking activities.

LGS, Lebanon — Chief Inspector

October 2014 - January 2021

- Verified the validity of Lebanese passport applications by thoroughly

CONTACT

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SKILLS

- Teaching
- Research
- Writing
- Administration
- Microsoft Office

LANGUAGES

- Arabic (Native)
- English (Fluent)
- French (Basic)
- German (Basic)

reviewing supporting documents and communicated with applicants when needed.

- Maintained strict confidentiality and adhered to the code of conduct while handling personal data.
- Continuously sought and implemented efficient processing methods to handle a high volume of applications effectively.
- Assessed and validated official documents (Visas and passports), for Lebanese and foreign passport holders.
- Successfully handled work tasks under high-pressure situations, such as during peak seasons and night shifts.
- Contributed to the efficiency in managing inbound/outbound travelers and the general security KPIs.
- Communicated the airport policies and procedures and skilfully managed high-level escalations.

Lebanese American University, Lebanon — *Work/Study Office Assistant*

September 2012 - May 2014

- Completed office work hours as part of the financial aid work-study program.
- Supported administrative tasks such as copying and distributing department-related paperwork.
- Assisted in communication with staff and faculty members through calls, emails, and in-person interactions.

Teleperformance, Lebanon — *Customer Service Representative*

July 2013 - November 2013

- Prepared customers' requests or reports to technical teams while ensuring efficient successful processing of tasks.
- Contributed to revenue generation by providing direct sales support for new and existing customers.

EDUCATION

Lebanese American University, Lebanon — *Master of Arts in International Affairs*

August 2018 - June 2021

Conducted a thesis on the Kurdish-Turkish quandary: Foreign intervention, proxy warfare, and limited resources.

Lebanese American University, Lebanon — *Bachelor of Arts in Political Science and International Affairs*

September 2012 - June 2016

Wrote a senior study about globalization and media as a tool of terror by ISIS.

CERTIFICATES

Engaging with Special Needs Workshop — *The British Council in Egypt*

February 2023

A workshop focused on the social, emotional, and behavioral difficulties teachers face while dealing with students.

IELTS Academic Test — IDP

March 2021

Earned 7.5 on the overall score.

Microsoft Office Specialist Excel — Caritas

March 2019

Successfully completed training and passed an exam in Excel 2013.

Migrant Workers Workshop — Caritas

May 2019

A workshop for finding solutions for migrants, including work permits, salaries, sponsors, and accommodations.

Human Trafficking Workshop — Caritas

May 2015

A training workshop with Caritas addressing the causes of human trafficking in Lebanon and potential solutions.