



## Remy Ayoub Ayoub

Ain Ebel, Lebanon

Email: [Remyayoub1995@outlook.com](mailto:Remyayoub1995@outlook.com)

Mobile: 00961 76043443

### SUMMARY OF QUALIFICATIONS

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- Experience in preparing reports and conducting activities related to special needs and elementary education topics.
- Knowledge of cutting edges social media platforms.
- Computer literate in Microsoft Office programs, and Canva design, Photoshop, Illustrator, coordination skills, and excellent oral and written communication skills in English and French.

### PROFESSIONAL EXPERIENCE

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Proradiuce Invoicing | Ain – Ebel, South Lebanon

September, 2023 – September ,2024

#### *Collector*

- Used various skip tracing methods to locate clients.
- Informed debtors of their payment status and timelines for repayment
- Updated and review all accounts to keep records of payments up-to-date

Nousharek Association (Cana Youth) | Qana, Lebanon

June, 2022 – October, 2022

#### *Social media marketing*

- Published and designed IG stories, posts, blogs and articles on social media platforms about the association projects and events.
- Presented the company through partnerships and advertising.
- Coordinated and supervised the AFC2 project (July - September).
- Prepared and submitted reports related to AFC2 case studies.
- Monitored and evaluated AFC2 case studies.

DAEM Concepcion | South Government, Lebanon

April, 2022 – June, 2022

#### *Data Collector*

- Data entry for DAEM programs
- Participated in multiple field visits to remote locations in Southern Government
- Participated in meetings and workshops.

Al- Bassma Center for Special Needs | Qana, Lebanon

September, 2019 – May, 2021

I had the opportunity to fill these positions:

#### *Public Relations officer*

- Developed public relation plans and Maps of the center.
- Coordinated with Donors, stakeholders, municipalities to ensure proper communication.
- Wrote, edited and reviewed all media content, campaigns and press releases.
- Presented as focal point between the UNIFEL and Al-Bassma Center.

#### *Special need Educator*

- Assessed children skills and learning requirements
- Developed Individual Educational Plans
- Collaborated with parents and school staff to track students' progress

### *Project coordinator*

- Contributed to the Cana Youth association project proposals
- Ensured the quality of project activities implementation through Coaching, monitoring and close coordination with the team.
- Provided technical guidance and direction including ongoing training, coaching and mentoring to staff members to ensure quality programming.

## **EDUCATION AND TRAINING**

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<b>Bent - Jbeil technical institute</b> <i>Superior Technician diploma (TS) in Kindergarten and Elementary Education</i>	September, 2016 – June, 2018
<b>Rani Bazzi Technical School</b> <i>Technical Baccalaureate Diploma (BT) in kindergarten</i>	September, 2013– June, 2016
<b>Rani Bazzi Technical School</b> <i>Professional Brevet (BP) in Child Care</i>	September, 2011– June, 2013
<b>Collège des Sœurs des Saints Cœurs</b>	September, 1999– June, 2011

### **Additional Training**

GBV and Women's Economic Empowerment | Ain-Ebel  
23 hours of training conducted by Abaad Organization.

Establishing and developing projects | Tyre  
8 hours of training conducted by Sajed Nehme at Nehme Centers.

Graphic designer courses | Tyre  
One month of training conducted by mercy corps at Islamic university.

Waste warriors in Qana village, creating waste management games | Tyre  
Two weeks of training workshop conducted by Resmyle and ADR.

Climate Justice camp | Hammana, Lebanon  
7 days of training workshop conducted by roots and green peace.

## **COMMUNITY AND VOLUNTEER WORK**

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<b>Nousharek Association (Cana Youth)   Cana</b>	September, 2019 – Present.
<ul style="list-style-type: none"><li>• Assisted in the association environmental activities and projects</li><li>• Supported the agriculture activities and fundraising parties.</li><li>• Participated in community service events.</li><li>• Designed IG stories, posts, blogs and articles on social media platforms about the association projects and events</li></ul>	