



Hussein Shuman

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ABOUT ME

I am Hussein Shuman, a highly motivated Mechanical Engineer with a Master of Science degree from the Lebanese International University. My diverse professional experience includes working as an Information Management Officer, Vocational Trainer, and Project Coordinator, where I developed expertise in data management, team leadership, and project execution. I am passionate about sustainability and have acquired advanced skills in software such as Revit, Power BI, and SolidWorks. Fluent in English, Arabic, and conversational in French, I am dedicated to driving positive impact through innovative and sustainable solutions.

WORK EXPERIENCE

Information Management Officer

The Lebanese Organization for Studies and Training [12/2023 – Current]

City: Douris | Country: Lebanon

- Ensure the accurate collection, storage, analysis, and dissemination of information critical to the organization's operations.
- Data Collection and Analysis: Develop systems for the effective collection and analysis of data, ensuring it meets the organization's requirements and supports decision-making.
- Data Quality and Integrity: Ensure the accuracy, completeness, and consistency of data across all platforms or systems.
- Information Sharing: Facilitate the sharing of relevant information within the organization and with external stakeholders while adhering to data protection policies.
- Reporting and Documentation: Prepare reports, briefs, and other documentation based on data analysis for leadership or external stakeholders.
- Capacity Building: Train team members on best practices for information management, including data entry, analysis, and system usage.
- System Maintenance: Maintain and troubleshoot information management systems, ensuring they are user-friendly, secure, and efficient.

Community Liaison and Retention Officer

The Lebanese Organization for Studies and Training [12/2023 – Current]

City: Douris | Country: Lebanon

- Conduct mapping to determine engagement routes for project participants.
- Organize joint activities for host communities and refugees.
- Plan events and engagement opportunities to support Education Projects, involving influencers for outreach.
- Encourage full participation in socio/recreational activities, focusing on marginalized groups.
- Act as a key contact between parents/caregivers and the community for feedback on issues/concerns.
- Conduct phone calls or home visits for student absences, Conduct home visits with PSS facilitators and CP Officer for child protection concerns.
- Organize coordination meetings with other agencies for information sharing.
- Assist with developing community activities related to gender equality, child protection, SGBV, and PSEA.
- Prepare weekly and monthly reports for the Project Manager (PM).

Vocational Trainer

The Lebanese Organization for Studies and Training-(Bildungswerk der Bayerischen Wirtschaft) [06/2021 – 05/2024]

City: Douris | Country: Lebanon

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- Evaluate employee performance to detect where skills are lacking.
- Create training programs to address skill gaps in employees.

- Prepare learning materials for programs.
- Develop on boarding programs for new employees.
- Conduct surveys to gauge the effectiveness of programs.
- Research new teaching methods.
- Attend education conferences.

Project coordinator

The Lebanese Organization for Studies and Training -(UNICEF) [05/2023 – 11/2023]

City: Douris | Country: Lebanon

- Successfully managed and coordinated the Cash for Education project.
- Oversaw a team of 5 officers and 60 enumerators, providing guidance, training, and support.
- Implemented strategies to improve student retention, significantly reducing drop-out rates and increasing attendance and engagement.
- Conducted regular field visits to schools to assess project implementation, identify challenges, and provide on-site support.
- Designed and implemented targeted interventions to address barriers to education, including scholarships, school supplies, and vocational training.
- Actively participated in meetings and coordination forums to share best practices and innovative approaches.
- Demonstrated strong leadership by fostering a collaborative work environment, promoting teamwork, and motivating the team to achieve project objectives

Competencies Based Trainer

Lebanese Organization for Studies and Training - (UNICEF) [06/2021 – 04/2023]

City: Douris | Country: Lebanon

- Coordinate and conduct small group and individual training sessions based on staff and organizational learning needs.
- Lead learning enhancement classes to improve sales knowledge and people skills for workplace success and advancement.
- Routinely evaluate business training needs and adjust staff development and educational programs.
- Conduct ongoing needs analysis leveraging customer feedback, field interactions, and subject-matter-expertise to adjust learning strategy and curriculum.
- Develop and manage tracking and reporting progress on training progress.
- Participated in annual training schedule planning

EDUCATION AND TRAINING

Master of Science in Mechanical Engineering

Lebanese International University (LIU) [2020 – 2022]

Country: Lebanon | Website: <https://www.liu.edu.lb/>

Bachelor of Science in Mechanical Engineering

Lebanese International University (LIU) [2017 – 2020]

Country: Lebanon | Website: <https://www.liu.edu.lb/>

E-mobility Part 2 (Practical Implementation)

The Lebanese Organization for Studies and Training-(Bildungswerk der Bayerischen Wirtschaft) [08/2023]

Country: Lebanon | Website: <https://www bbw.de/> - <https://lostlb.org/>

Solar Heat Pump Systems

PUM [07/2023]

Country: Lebanon | Website: <https://lostlb.org/>

Profiling Refresher Training

The Lebanese Organization for Studies and Training-(Bildungswerk der Bayerischen Wirtschaft) [02/2023]

Country: Lebanon | Website: <https://www bbw.de/> - <https://lostlb.org/>

Basic on SDGs and Permaculture concepts

The Lebanese Organization for Studies and Training-(Bildungswerk der Bayerischen Wirtschaft) [02/2023]

Country: Lebanon | Website: <https://www.bbw.de/> - <https://lostlb.org/>

Introduction to UNICEF Core Commitments for Children in Humanitarian Action

UNICEF [10/2022]

Country: Lebanon

Intro to Freelancing

re:coded [09/2022]

Country: Lebanon | Website: <https://www.re-coded.com/>

Fundamentals of Macroscopic and Microscopic Thermodynamics

Coursera [09/2022]

Website: <https://www.coursera.org/>

Standardized Installation of Plumbing on Accessible Flat Roofs

The Lebanese Organization for Studies and Training-(Bildungswerk der Bayerischen Wirtschaft) [08/2022]

Country: Lebanon | Website: <https://www.bbw.de/> - <https://lostlb.org/>

Training of Trainer

IABC International Academy [07/2022]

Country: Lebanon | Website: <https://ia-bc.com/>

Mechanics of Materials I: Fundamentals of Stress & Strain and Axial Loading

Coursera [07/2022]

Website: <https://www.coursera.org/>

21st Century Skills

re:coded [04/2022]

Website: <https://www.re-coded.com/>

LANGUAGE SKILLS

Mother tongue(s): Arabic

Other language(s):

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

French

LISTENING B1 READING B2 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Autocad and Solidworks / Auto Desk Revit / Microsoft Office / Power BI / Hourly Analysis Program / Ansys engineering simulation software / Ltspice / Python / NetBeans / Microsoft Word / MATLAB / Arduino