Sarah Moustafa Rmeity

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Work Experience

February 2025 – Present

Math Teacher – World Learning & Unicef \ Dirasa Program (ICR) – On site

- Create a positive and inclusive classroom environment
- Set clear learning objectives
- Provide constructive feedback
- Monitor student progress and provide additional support

April 2024 – September 2024

English Teacher – World Learning & Unicef \ Dirasa Program(Avsi foundation) – On site

- Create a positive and inclusive classroom environment
- Set clear learning objectives
- Provide constructive feedback
- Monitor student progress and provide additional support

September 2019 - Present

Private Instructor – Hybrid

- Provided personalized tutoring and coaching in [subject/skill] to students of various ages and skill levels.
- Tailored lessons to meet individual learning needs and goals, ensuring effective understanding and improvement.
- Delivered focused one-on-one sessions, fostering a supportive learning environment and achieving measurable student progress.
- Enhanced student performance through targeted instruction and adaptive teaching methods.

February 2023 - Present

Translator & Proofreader – Remote

- Translating projects belonging to various technical fields.
- Working on projects using different translation techniques.
- Projects for Freelance companies. Emotional Intelligence assessment
- Subtitling for movies and documentaries

April 2022 - September 2023

Customer Service Consultant at National Social Security Fund – On site

- Customer Support: Assisting NSSF members with inquiries and guidance.

- Data Management : Maintaining accurate member records.

- Policy Implementation : Enforcing NSSF policies and procedures.

- Documentation: Recording interactions and transactions.

- Training : Staying updated on NSSF policies and procedures.

- Public Relations: Representing NSSF positively in member interactions

Volunteering Experience

August 2023 - Present

Member in Technology Syndicate – Remote

- Collaborating with professionals in the technology field to share knowledge, insights, and best practices.
- Participating in discussions, workshops, or presentations to share expertise and learn from others.
- Engaging in professional development activities, such as training programs , to enhance skills and stay updated with the latest advancements in technology.
- Representing the syndicate in external events, conferences .

November 2023 – September 2024

Vice Chairman of the Executive Committee of the International Academic Complex

- Supporting the Chairman of the Executive Committee in overseeing the operations and strategic direction of the International Academic Complex.
- Participating in executive-level decision-making processes and providing input on key initiatives, policies, and projects.

- Coordinating and managing the activities of the Executive Committee, including scheduling meetings, setting agendas, and ensuring effective communication among committee members.

September 2022- January 2023

HR Apprentice at Makhzumi Foundation - On site

 - Supported HR department with administrative tasks including recruitment coordination, scheduling interviews, and maintaining candidate databases.

- Assisted in employee onboarding processes, ensuring new hires were integrated smoothly into the company.

 - Handled confidential personnel records and updated HR systems with accuracy and discretion.

 - Participated in HR projects such as employee engagement initiatives and policy reviews.

 - Developed a foundational understanding of HR practices, policies, and employment law compliance.

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November 2021- February2022

Internship at Archives department - American university of Beirut – On site

- Archival Processing: Organizing and describing archival collections for easy access.
- Digitization: Converting physical materials to digital formats for preservation and accessibility
- Preservation and Conservation: Ensuring the long-term care and protection of archival materials.
- Reference Services: Assisting researchers and the public in accessing archival materials.
- Acquisition and Appraisal: Evaluating and acquiring new archival materials for the collection.
- Records Management: Developing policies for the management and retention of institutional records.
- Outreach and Education: Promoting archival collections through exhibitions and educational programs.
- Digital Preservation: Managing digital archives to ensure their long-term usability.

Education & Qualification

From November 2022 \ Pending

Research Master in Applied Computational Linguistic – Lebanese University

From October 2019 to August 2022

 BA in Information Management - Lebanese University

From September 2016 to July 2018

Lebanese Technical Baccalaureate in Early Childhood education

Workshops, Conferences & Certifications

February 2025

- Attended a Training Courses about Education strategies organized Unicef & World learning
- Attended an SEL Course organized Unicef & World learning
- Participated a training course in GBV core concepts organized Unicef & IRC

February 2024 - August 2024

- Attended a Training Courses about Education strategies organized Unicef & World learning
- Attended an SEL Course organized Unicef & World learning
- Attended a Webinar about the importance of language in human development
- Attended a Seminar organized by Higher Institute of doctorate LU about Discourse analysis
- Attended a Seminar organized Al Maaref University about Literary text and discourse
- Attended a Webinar with Harvard School of Education, entitled "Experimenting with AI in the Classroom."
- Finished a course in Community based research and received a certificate from UCL
- Attended the 3rd International Conference on the Role of Regional Planning in Achieving Sustainable Development Goals and within the Applications of Artificial Intelligence
- Attended aWorkshop about Strategic supervision for decision making organized by Unesco
- Attended a Webinar about Gamification in learning organized by Edu syndicate
- Attended a Webinar about formation of artificial intelligence organized by LU

January 2023 - November 2023

- Participated and completed a training course in Distance Learning with Microsoft Teams
- Attended a Webinar about Basics of creative writing
- Attended a Webinar about Body language
- Participated and completed a training course in Internet marketing basics

February 2022 - October 2022

- Attended a Webinar about indexing in MARC 21 format according to the RDA rules
- Attended a Webinar about The most prominent technical practices Index in the application of the rules of WAM
- Attended a Workshop about Smart digital transformation within libraries is a step for educational empowerment

March 2020 – May 2021

- Attended a Workshop about Strategic planning for cultural institutions
- Attended a Webinar about Social institutions in modern information
- Attended a Webinar about Digital culture and digital literature
- Attended a Webinar about Evolution of the concept and applications of e-government globally and in the Arab world
- Attended a Webinar about Employ real sense technology within adaptive learning environments .
- Attended a Program organized by Nafsaniyoun & teach for Lebanon , entitled School Community

February 2019 - June 2019

- Participated and completed an intensive course in Travel & Tourism and received a certificate from MUC university
- Finished an online course in Content Marketing and received a certificate from Coursera
- Attended a Webinar about the Emerging technologies and their impact on libraries
- Attended a Webinar about the Impact of copy right and intellectual property on library services
- Attended a Webinar about the Challenges of dealing with information in the digital age

Publications

- Creative pedagogy and the development of educational services to the world - Wahrani Academy for Scientific Studies and Cultural Interaction – Algeria
- New media and languages - Algerian Journal of Research and Studies
- Regional human, economic and social development - Damascus University Journal of Sciences

Skills

Computer Skills : MS Word, PowerPoint, Excel ,HTML , Microsoft Teams, Zoom , Proficient in Google Workspace

Languages : Fluent in English and Arabic (writing, reading, listening, comprehension, and speaking)

Soft Skills : Leadership, Communication, Team-Building, Adaptability and Flexibility, Problem-Solving, Creativity, Work Ethic, Organizational, Time Management, Public Speaking, Attention to Details

Research Skills : Editing research papers in English \ Experience in quantitative and qualitative research methods

Social media Skills : Analytical skills, efficiency, understanding trends, communication, creativity, time management, flexibility

Content creation (posts, stories, videos) aligned with branding and audience engagement

References

References are available upon request