

Ayman Jouni

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Professional Summary

Program coordinator and English tutor with a track record of supporting youth, education, and cultural initiatives in Lebanon. Experienced in M&E, donor reporting, and project coordination. TEFL certified with a business background, combining effective teaching with results-driven program support.

Education

Level 5 TEFL Diploma (168 hours)

The TEFL Academy (UK) Online | January 2025 - April 2025

BBA in International Business Management

Lebanese International University | 2020 - GPA: 3.1

Experience

- Freelance English Tutor – Beirut, Lebanon
March 2025 – Present
 - Delivered personalized English lessons for adults and teens, helping them build fluency and confidence in real-life and workplace settings.
 - Used CEFR to track progress and adapted lessons to learner needs, incorporating real-world content to boost engagement and results.
- Programs & Communication Officer – Zoukak Theatre Beirut, Lebanon
Sep 2021 – Feb 2024
 - Oversaw the full cycle of cultural and educational programs for youth and marginalized communities, ensuring timely implementation and alignment with objectives, timelines, and budgets — contributing to increased program reach and visibility.
 - Led Monitoring & Evaluation (M&E) processes, adapting internal tools to improve data collection and analysis, which strengthened donor reporting and informed future program design.
 - Co-authored narrative and financial reports and supported proposal writing, helping secure continued donor support and meet reporting deadlines.

- Coordinated logistics for workshops, training, and events, while maintaining accurate records and documentation — ensuring smooth delivery and audit-readiness.
 - Managed internal and external communications, enhancing public engagement and partner relations through responsive communication, effective social media management, and community outreach initiatives.
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- Business Management Intern – Firebird Energy by Recycle Beirut – Beirut, Lebanon
Aug 2019 – Jan 2020
 - Facilitated coordination between English- and Arabic-speaking teams and supported project documentation and client communications.
 - Contributed to technical proposals and organizational reports that supported project planning and funding efforts.
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- Part-Time Market Researcher – MRS FZE (Remote) – UAE
2013 – 2021
 - Conducted bilingual interviews and developed customized questionnaires for education and consumer research projects across the MENA region.
 - Supported remote data analysis and reporting on large-scale studies, contributing to client insights and final project deliverables.

Volunteer Experience

- Volunteer Minute-Taker – Anti-Racism Movement (ARM) & MCC – Beirut, Lebanon
 - Took accurate and timely English minutes during bilingual meetings, enhancing internal documentation and communication across teams.
 - Helped capture and share key discussions that supported planning and knowledge-sharing for community-led initiatives.

Core Skills

- Program Implementation - Project Coordination - Monitoring & Evaluation (M&E)
- Proposal & Report Writing - Stakeholder & Donor Communication - Event & Workshop Facilitation
- Teaching & Education Support - Community Outreach - Multilingual Communication (Arabic–English) - Admin & Logistics - Google Workspace - Microsoft Office - Online Platforms