
OBJECTIVE:

Looking to bring my leadership and team-building expertise into a talent acquisition role, focusing on attracting and retaining top talent for organizational growth.

PROFESSIONAL EXPERIENCE:

École de Sainte Thérèse| Furn el Cheback, Lebanon

Principle |September 2022 – August 2023

- Led and managed all aspects of school operations, fostering a safe, inclusive, and academically excellent environment.
- Recruited, mentored, and evaluated staff, ensuring high-quality instruction and professional growth.
- Built strong relationships with parents and the community, promoting collaboration and enhancing student success.

Lycée Pascal| Barja, Lebanon

Public Relations Officer |January 2021 – September 2022

- Established and maintained relationships with local media outlets to ensure positive coverage of school events and initiatives.
- Coordinated crisis communication plans to address sensitive issues and maintain the school's public image.
- Designed and distributed newsletters, press releases, and announcements to keep parents and stakeholders informed about school activities and updates.

Online Learning Coordinator |June 2020 – January 2021

- Troubleshoot technical issues and provided real-time assistance to teachers, students, and parents to minimize disruptions.
- Maintained communication with parents and guardians, addressing concerns and ensuring they were well-informed about online learning progress.
- Analyzed feedback and data to optimize online learning systems, improving user experience and efficiency.

Safi International School | Dammam, Lebanon

General Supervisor for Girls |September 2016 – June 2018

- Supervised and monitored academic and administrative operations to ensure adherence to school policies, curriculum standards, and quality benchmarks.
- Provided leadership and guidance to teachers and staff, conducting regular evaluations and offering constructive feedback to improve performance.
- Coordinated with parents, teachers, and management to address student needs, resolve issues, and foster a positive learning environment.

Administrative Supervisor | September 2012 – June 2016

- Monitored budgets, prepared reports, and managed procurement processes to ensure cost-effective use of resources.
- Addressed and resolved administrative issues or conflicts, maintaining a professional and organized work environment.
- Ensured compliance with organizational policies and government regulations, conducting regular audits and reviews.

Chaar Company| Beirut, Lebanon

Head of Administration |September 2004 – November 2006

- Developed and implemented policies, procedures, and systems to enhance operational efficiency and compliance with regulations.
- Managed budgets, procurement processes, and resource allocation, optimizing cost-effectiveness and financial oversight.

EDUCATION:

American University of Science and Technology | Beirut, Lebanon

MBA |September 2020 – June 2022

American University of Science and Technology | Beirut, Lebanon

BS in Business and Administration |September 2001 – July 2005

SOFT PROFICIENCY:

Software System: SAP Enterprise Resource Planning (ERP)

Digital Tools: Zoom

Microsoft Office Suite: Word, Excel, PowerPoint

Research and Survey Software: Google Form

KEY SKILLS:

- Great Communication and Interpersonal Skills
- Strong attention to details
- Ability to multitask
- Excellent problem-solving and analytical abilities

LANGUAGES:

English and Arabic fluency in speaking, reading, and writing
