

Jana Nasser

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WORK EXPERIENCE

Wellspring School

Internship - Economics & Business Teacher in IB Curriculum

Beirut, Ain el Remmaneh

Feb. 2025 – June 2025

- Observed classroom instruction and student behavior to deepen understanding of effective teaching practices and classroom management techniques
- Developed and delivered engaging lesson on economics topics, fostering critical thinking and financial literacy among students.
- Collaborated with teachers and staff to support student learning and contribute to the school community.
- Prepared a comprehensive report summarizing internship experiences, observations, and key learnings, including reflections on teaching effectiveness and recommendations for future improvements.

Terres des hommes

Internship - Admin Finance and Partnership Assistant

Beirut, Adliye

July 2024 – Sept. 2024

- Assisted in reviewing and preparing partner requests.
- Assisted in booking partner expenses and reconciling partner payments and financial reports.
- Supported review of partner financial reports and supporting documentation.
- Supported daily operation in the area of accounting systems.
- Assisted in archiving and maintaining record of all documentations.

Alefb Online

Teacher and Relations Manager (Remote)

Usa, San Francisco

May 2021 – Present

- Provided online Arabic courses to students aged between 3 and 60 years old.
- Assisted students with their assignments, and evaluated their progress to ensure they meet all project requirements.
- Created and managed a virtual classroom environment.
- Provide weekly administrative support to parents and students.
- Developed curriculum and instruction plans for Arabic courses directed to young non-native speaker students.

Abou Sleiman & Co

Internship - Accounting

Beirut, Gemmayze

May 2019 – July 2019

- Assisted in Bank reconciliation & filing tax returns for corporations.
- Assist with financial reporting & bank reconciliation tasks

Société Générale de Banque au Liban (SGBL)

Internship

Beirut, clémenceau

Jan. 2019 – May 2019

- Perform quality control and audit of datasets.
- Manage financial transactions such as cash receipts, deposit corrections, requisitions, purchase orders, invoices, travel expense, reports, PCard charges, and journal entries.

EDUCATION

Saint Joseph University - Faculty of Education <i>Teaching Diploma in Economics</i> GPA: 4.00/4.00	Beirut, Ashrafie <i>Sept. 2024 - May 2025</i>
Lebanese University - Faculty of Economics and Business <i>M.Sc. International Economy and Finance</i> GPA: 3.00/4.00 <u>Advisor:</u> Prof. Bashir el murr <u>Thesis Title:</u> <i>Interest rate and Investment in Lebanon</i>	Beirut, Ashrafie <i>Feb. 2021</i>
Lebanese University - Faculty of Economics and Business <i>B.E., Economics</i> GPA: 3.75/4.00 <u>Advisor:</u> Prof. Bashir el murr <u>Thesis Title:</u> <i>Social Policy in Lebanon</i>	Beirut, Ashrafie <i>Feb.2018</i>
Saint Francis College of the capuchin Fathers <i>Lebanese Baccalaureate - Economy</i> GPA: 3.90/4.00	Beirut, Hamra <i>Jun. 2014</i>

VOLUNTEERS

Lebanese scouts association - LSA Assistant commissioner for the Girlscout and Boyscout in Beirut	Beirut, Karakass <i>Sept. 2022 - Present</i>
Developed and implemented engaging program activities that promote character building and leadership skills. Managed and resolved conflicts effectively, ensuring a positive and inclusive environment for all scouts. Planned and executed outdoor expeditions, emphasizing safety and environmental awareness.	

SKILLS

Computer proficiency (Excel, Microsoft, Power point), Saga, Budgeting, Financial Analysis,
Other: Time Management, Communication and Interaction, Problem Solving, Attention To Details, Team work.
Languages: Arabic, French, English

Certificates

UN Convention on the rights of the child and its working methods from the arab regional perspective.