

Batoul Saraeb

📍 Beirut, Lebanon — Brj Barajneh ☎ +961 76 975 750 ✉ batoulsaraeb815@gmail.com

Professional Summary

A forward-thinking professional with a strong foundation in education, mental health, public relations, and training. I bring a unique blend of creativity, empathy, and strategic communication to every role I take on. Whether I'm designing inclusive learning experiences, supporting mental well-being, or leading community outreach, my goal is simple: to create meaningful change. Known for turning ideas into action and engaging diverse audiences with clarity and care.

Experience

Public Relations Manager

Engineering Solutions – Beirut, Lebanon | 2025 – Present

- Built and maintained strong partnerships with clients, partners, and media to enhance the company's reputation.
- Led PR campaigns and organized events that aligned with corporate branding strategies.
- Delivered public statements and communication content, maintaining consistent messaging across platforms.

English Teacher

Imam Hasan High School (Mabarrat Institution) – Beirut, Lebanon | 2024 – 2025

- Guided teachers in applying inclusive education techniques and adapting lesson plans.
- Diagnosed learning difficulties and referred students to school counselors for support.
- Organized academic and creative competitions, serving as a mentor and judge.

English Teacher & Learning Support Specialist

Mahdi Kafaat High School – Beirut, Lebanon | 2022 – 2024

- Supported students with learning disabilities through differentiated instruction strategies.
- Conducted teacher training and facilitated inclusive practices across classrooms.
- Led school initiatives to encourage student engagement in learning activities.

Therapy Assistant – ABA

Al Hadi Institute for Deaf, Blind, and Learning Disabilities – Beirut, Lebanon | 06/2022 – 11/2022

- Applied Behavior Analysis (ABA) methods to support behavior and academic goals.
- Collaborated with therapists to develop and implement IEPs.
- Coached staff on emotional and behavioral support techniques.

Customer Service & Sales Assistant

Light House Patisserie – Beirut, Lebanon | 06/2021 – 10/2021

- Provided front-line customer service in a fast-paced environment.
- Handled cash operations and inventory management.

Telesales Agent

International Call Center – Beirut, Lebanon | 2025

- Made outbound calls to international clients and promoted services.
- Met monthly sales targets and followed up on leads efficiently.

Private Academic Tutor

Beirut, Lebanon | 09/2020 – Present

- Delivered customized lessons to students of all levels and learning styles.
- Helped improve student grades and motivation through individualized strategies.

Education

Lebanese University – Beirut, Lebanon

Bachelor's Degree in Psychology – Graduated 2024

Completed Political Science Program – 2022

American University of Beirut – Beirut, Lebanon

Diploma in Health Data Analysis – In Progress

MUC University – Beirut, Lebanon

Diploma in Human Resources – In Progress

Skills

Technical: MS Office (Word, Excel, PowerPoint), SPSS, Zoom, Google Meet

Languages: Fluent in English and Arabic

Core Competencies: Inclusive education, Public speaking, Student behavior assessment, Communication and outreach, Problem-solving and teamwork

CERTIFICATIONS

- CBT Coach – The Global for Training and Development
- TFT Therapy – Callahan Techniques
- Psychodynamic Psychotherapy – Nafsaniyoun
- Neuro-linguistic Programming – IFAD Academy
- Neuropsychology – Lebanese Psychological Training Center
- Learning Psychology & Teaching Psychology – Nafsaniyoun
- Learning Difficulties – Ramak Association
- Basics of Marketing – JA Worldwide
- Books Therapy – Nafsaniyoun and LBBY

AWARDS & RECOGNITION

Recognized by the Arab Voluntary Union for contributions to community service. Delivered multiple online workshops on psychology, learning, and teaching strategies

