

Maha Kain

Instructor and Copywriter

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Professional Summary

Dedicated educator, copywriter, and communication professional with extensive experience in project coordination, teaching, and content creation across NGOs and higher education institutions. Skilled in stakeholder engagement, educational program design, community outreach, and creative content development, in addition to monitoring and evaluation systems (MEAL).

Work Experience

Retention Support Facilitator and Help Desk Coordinator – Amel Association International (Makani Project) | Aug 2024 – Present

- Delivered academic support in Math, Physics, and Chemistry for grades 7–9.
- Coordinated field responses and data collection during the Lebanese war (Oct 2024).
- Collaborated with social workers to reduce student retention challenges.
- Designed creative teaching materials to enhance learning outcomes.

English Instructor – Islamic University of Lebanon | Nov 2023 – July 2025

- Taught A1–B2 English courses and developed student-centered lesson plans.
- Guided discussions, designed assessments, and supported students academically.

Education Officer – Ana Aqra Association (LHF/ Kitabi Project) | Mar 2024 – Jun 2024

- Planned and managed education programs ensuring quality learning outcomes.
- Trained and supervised 15 teachers to enhance instructional effectiveness.
- Collected and analyzed education data to inform program improvement.

Arabic Copywriter – Al Sharq TV (Egypt) | Aug 2023 – Nov 2023

- Wrote and edited engaging scripts for arts, sports, and technology programs.
- Collaborated with production teams to align content with program goals.

Translator (English & French) – Akhbar Al Yawm News Agency | Aug 2021 – Jan 2023

- Translated and edited reports between English, French, and Arabic.
- Ensured linguistic and cultural accuracy under tight deadlines.

Education

Master's in Educational Management and Leadership – Lebanese International University (2022–2024)

Thesis: The Effect of Using Social Media Platforms on Students' Academic Performance for Grade 11 students in Beirut Area (scored an A, 90/100, distinguished)

Teaching Diploma in Education – Lebanese International University (2021–2022)

Diploma in Digital Marketing – Arab Open University (2022–2023)

Bachelor's in Teaching English as a Second Language – Lebanese International University (2017–2020)

Selected Certificates

- Training of Trainers (TOT) – Al Mona Trading Academy (2025)
- Child Protection (CP) in NGOs – Amel Association International (2025)
- Designing and Implementing Monitoring and Evaluation (M&E) Systems – Alison (2025)
- Monitoring, Evaluation, Accountability and Learning (MEAL) for Humanitarian Sector – The Open University (2025)
- Media and Information Education Skills for Content Creators (within a project empowering youth in Southern Lebanon, funded by UNIFIL and implemented by UNESCO office in Beirut and UNICEF, 2025).
- Igniting Innovation through AI in Education – Queen Rania Teacher Academy (2025)
- AI for Business – MinnaLearn, University of Helsinki & Google (2025)
- Leadership Empowerment Education (LEE) – LAU (2022)
- Fostering Student Motivation and Engagement – U.S. Embassy Beirut (2022)

Languages

Arabic – Native | English – Fluent | French – Fluent

References

Dr. Jana Saab, English Instructor and Coordinator at IUL, +96179195100

Ms. Mariereine Bou Saab, Education Development Coordinator at Amel, +96171832644