# Tala Fawaz

Date of birth: 02/09/1996 | Place of birth: Lebanon, Lebanon | Nationality: Lebanese | Gender: Female

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#### ABOUT ME

I am an education professional with over 8 years of experience in teaching, digital training, and program development. Currently pursuing a PhD in Educational Technology at URV with a focus on AI in teacher education, I work to empower youth, refugees, and future educators in Lebanon by promoting digital literacy and inclusive learning. In my current role as Center Operations Personnel at the Norwegian Refugee Council, I apply strong communication skills, cultural sensitivity, and adaptability to support effective educational programs and organizational goals, bridging research and practice to drive meaningful change.

#### WORK EXPERIENCE

## III NORWEGIAN REFUGEE COUNCIL - SAIDA, LEBANON

## **Center Operation Personnel** – 20/07/2025 – CURRENT

- Coordinate daily center operations to support educational and training programs.
- Manage scheduling, resources, and facility maintenance.
- Assist staff and beneficiaries by organizing materials and facilitating communication.
- Maintain records of attendance and program activities.
- Ensure compliance with organizational policies and safety standards.
- Provide administrative and logistical support to the team.
- Handled beneficiary payment processes, coordinating with finance teams to ensure timely and accurate disbursements while maintaining confidentiality and transparency.

## III NORWEGIAN REFUGEE COUNCIL - BEIRUT, LEBANON

## **EDUCATOR PLUS** - 01/08/2024 - 01/07/2025

- Took full responsibility for managing and maintaining accurate attendance records for all training sessions, ensuring compliance with organizational reporting requirements.
- Assisted educators by preparing and organizing training materials, including drafting bills of quantities (BOQ) and managing stock requests to guarantee the availability of necessary resources.
- Collaborated closely with teaching staff and center operations to coordinate logistics, ensuring smooth delivery of training programs and optimal use of facilities and equipment.

## MORWEGIAN REFUGEE COUNCIL - BEIRUT, LEBANON

#### ICDL Educator - 28/09/2022 - 01/08/2024

- Delivered ICDL training modules and prepared learners for official certification exams.
- Designed interactive lesson plans and digital resources aligned with ICDL standards.
- · Assessed learner progress, provided feedback, and offered one-on-one support.
- Maintained accurate training records and coordinated exam registrations.
- Ensured smooth operation of training equipment and updated content to match syllabus changes

### III ARCADIA COLLEGE - CHEHIME, LEBANON

## **SOCIAL STUDIES COORDINATOR** – 01/09/2018 – 01/07/2022

- Supervised and supported Social Studies teachers in curriculum planning, lesson delivery, and assessment.
- Developed and updated Social Studies curriculum and teaching materials in line with national standards.
- Organized training workshops and professional development sessions for teachers.
- Monitored teaching quality through classroom observations and provided constructive feedback.
- Coordinated extracurricular activities, projects, and events to enhance student engagement in Social Studies.

UNIVERSAL COLLEGE - CHEHIME, LEBANON

### **INSTRUCTIONAL TECHNOLOGY TRAINER** – 01/09/2016 – 01/07/2018

- Enhanced teachers' proficiency with technology through a series of targeted activities.
- Organized workshops and training sessions integrated into the curriculum.
- Designed sessions to address varying levels of technological expertise among educators.
- Focused on introducing new tech tools alongside hands-on practice and ongoing support.
- Empowered teachers with skills and confidence to effectively use technology in the classroom.
- Aimed to enrich students' learning experiences by leveraging technology as an educational resource.

BARAEM AL MOSTAKBAL - SEBLINE, LEBANON

**EDTECH FACILITATOR** – 01/09/2017 – 01/07/2019

- Prepared comprehensive training materials to introduce educational technology to multiple teaching teams.
- Conducted engaging workshops and hands-on sessions to enhance teachers' technological skills.
- Equipped educators with the confidence to integrate diverse digital tools effectively into their teaching.
- Bridged the gap between technology and education to foster an innovative and dynamic learning environment.

#### EDUCATION AND TRAINING

01/01/2024 - CURRENT Tarragona, Spain

PHD IN EDUCATIONAL TECHNOLOGY Universitat Rovira i Virgili

01/09/2020 - 01/04/2022 Beirut, Lebanon

RESEARCH MASTERS IN EDUCATIONAL TECHNOLOGY AND TRAINING Lebanese University

01/10/2018 - 01/06/2020 Beirut, Lebanon

PROFESSIONAL MASTERS IN EDUCATIONAL TECHNOLOGY Lebanese University

### LANGUAGE SKILLS

Mother tongue(s): ARABIC

Other language(s): ENGLISH, FRENCH

### SKILLS

Microsoft Office | educational technology | Artificial Intelligence (Al) | Digital Literacy | Research Analysis | Documentary Analysis | Learning Management Systems (LMS)| Project Coordination

## CONFERENCES AND SEMINARS

- SIITE (investigacion en Tecnologia Educativa). Castellon, Spain
- EDUTEC 24 XXVII Congreso. Tarragona, Spain
- Al in Higher Education Conferences. Beirut, Lebanon
- URV Doctoral Seminars. Tarragona, Spain
- Erasmus + Jean Monnet Programme. Beirut, Lebanon
- Policies and Values of the European Union. Beirut, Lebanon
- Exploring Education Horizons Through Artificial Intelligence. Beirut, Lebanon

#### PUBLICATIONS

2024

Analyzing Artificial Intelligence Integration in Teacher Education Programs in Lebanon: A Review of Al Workshops

Authors: Tala Fawaz | Journal Name: UTE Teaching & Technolog