

## **Maha Kain**

Beirut, Lebanon | Mobile: +961 76784834 | Email: [mahakain950@gmail.com](mailto:mahakain950@gmail.com)

### **Professional Summary**

Education Officer and University Instructor with experience in education and humanitarian programs. Skilled in planning and implementing education activities, coordinating with stakeholders, supporting beneficiary follow-up, and contributing to monitoring and reporting. Bring strong teaching, communication, and documentation skills from higher education and NGO settings.

### **Work Experience**

#### **English Trainer – Makhzoumi Foundation | Jan 2026 – Present**

- Delivered English trainings to adults (above 30), focusing on practical communication skills
- Designed student-centered skills based on adult learning needs.
- Enhanced listening, speaking, reading, and writing skills for professional use.
- Monitored progress and provided clear, constructive feedback.

#### **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

**Doctor of Philosophy (PhD) in Middle East Studies – American University in Beirut (AUB) (2024 – 2027)**

**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 Trainings

- 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, 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

## Skills

Interagency Humanitarian Coordination

Stakeholder & Partner Engagement

Community-Based Response & Accountability

Humanitarian Analysis & Reporting

Field Operations & Coordination Support

