

Christine Sweid

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Professional Summary: Accomplished Career Advisor and Certified Professional Career Coach with over 5 years of experience in career counseling, placement, and workforce development. Proven track record in guiding university students, job seekers, and professionals through career exploration, job search strategies, and employability training. Successfully placed beneficiaries in jobs and apprenticeships, coordinated career readiness programs, and built strong employer partnerships to expand opportunities. Skilled in designing and delivering trainings on CV/cover letter writing, interview preparation, labor rights, and workplace readiness. Recognized for preparing employability reports, organizing job fairs, and facilitating employer-student linkages. Holds a Diploma in HR Management with expertise in recruitment, employee relations, performance management, and talent development. Adept at combining evidence-based coaching techniques with HR knowledge to empower clients, enhance employability, and support career transitions.

Core Competencies: Career Advising • Career Assessment & Exploration • Career Path Mapping • Resume & Cover Letter Writing • Interview Preparation • Career Readiness Training • Goal Setting & Action Planning • Labor Market Research • Employer Relations & Partnerships • Communication & Presentation Skills • Job Placement & Internship Coordination • Employer Relations, Partnerships & Networking • Workforce Development & Talent Management • Recruitment & Selection Processes

Education

MA SOCIOLOGY | SEPT 2014 - MAR 2018 | AMERICAN UNIVERSITY OF BEIRUT

- **Related coursework:** Analysis of Social Data, Research Methods, Cross-cultural Psychology
- **Thesis:** Education-job nexus among AUB graduates of the years 2006 until 2010 from six different disciplines (architecture, business, economics, engineering, political science and sociology-anthropology)

CERTIFIED PROFESSIONAL CAREER COACH PROGRAM | JUN 2018 – NOV 2018 | PROFESSIONAL ASSOCIATION OF RESUME WRITERS AND CAREER COACHES | UNITED STATES OF AMERICA

HUMAN RESOURCES MANAGEMENT DIPLOMA | NOV 2024 – OCT 2025 | LEBANESE AMERICAN UNIVERSITY | LEBANON

- **Related coursework:** Introduction to HR Management, Recruitment & Selection, Employee Relations, Government Relations, Payroll Management, HR Policies & Procedures, Organizational Design, Compensation & Benefits, Performance Management, Talent Management, Learning & Development, Employees Wellbeing

NLP PRACTITIONER CERTIFICATION | JUL 2022 – AUG 2022 | THE INTERNATIONAL UNION OF NLP (IUNLP) | UNITED KINGDOM

BA ECONOMICS | SEPT 2006 - FEB 2010 | AMERICAN UNIVERSITY OF BEIRUT

- **Minor:** Communication

LEBANESE BACCALAUREATE | JUNE 2006 | BEIRUT BAPTIST SCHOOL

- **Major:** General Sciences

Employment History

LIFE AND CAREER COACH | FREELANCE- LEBANON | SEP 2022 – PRESENT

- *Provide one-on-one Career Coaching (face to face and online)*
- *Provide one-on-one life coaching through NLP techniques to help clients in Accessing Powerful Internal Resources, Eliminating Unwanted Behaviors, Generating New Desired Behaviors, Increasing Motivation, Overcoming Phobias, Removing Limiting Beliefs*
- *Provide group trainings for Identifying Career Purpose, Developing Goals, CV & Cover Letter Writing, Job Interviews Preparation, Job Search & Networking, Salary Negotiations, and On-boarding*

LIFE AND CAREER COACH-CONTRACTOR | TASKHUMAN-USA | SEP 2025 – OCT 2025

- *Empowered global clients and executives through one-on-one virtual Life & Career Coaching, delivering transformative guidance across communication, self-development, career direction, transitions, negotiations, and professional upskilling.*
- *Coaching Topics included: Communication-Self-Prioritization-Career Guidance-Career Transition-Career Negotiations-Career Exploration-Career Path Mapping-Plan Your Career-Make Career Decisions During Uncertainty-Career-Life Match-Career Opportunity Evaluation-Career Preparation-Career Up-Skilling-Increase Job Satisfaction-Starting A New Job-Creating Success At Work-Identifying Personal Strengths-Overcome Limiting Beliefs-Finding Purpose-Build Motivation-Network Effectively-Resume Building-Interview Preparation*

GRADUATE STUDENT EXPERIENCE SPECIALIST | AMERICAN UNIVERSITY OF BEIRUT- LEBANON | MAY 2023 – MAY 2025

- *Conducted one-on-one career advising sessions to more than 150 graduate and undergraduate university students to guide them on planning their careers and enhancing their employment options*
- *Guided students on various career- related matters such as: job search techniques, CV preparation, Cover letter writing, interview training, networking, and creating and boosting their LinkedIn profiles*
- *Designed and conducted life skills sessions to graduate and undergraduate business students*
- *Prepared annual employability reports on the career and academic status of alumni*
- *Coordinated with employers on their job vacancies and shared their vacancies with students and alumni*
- *Coordinated the implementation of the Undergraduate Career Readiness Program including organizing the launching event and matching between students and companies for placement at suitable internship opportunities*
- *Processed requests on the career portal and followed up with employers*
- *Identified potential local, regional and international employers and established contacts with them to detect employment opportunities for students*
- *Participated in coordination and organization of on-campus events, such as jobs fairs, recruitment events, company presentations, networking events, etc.*
- *Tracked international universities' rankings to be used for the students' selection process*
- *Coordinated with the Office of Student Affairs for establishing a society for the graduate business students*
- *Coordinated with the marketing team and graduating students to prepare the annual yearbook*

SENIOR JOB COUNSELING AND PLACEMENT OFFICER | ACTED- LEBANON | JUN 2021 – MAY 2022

- *Designed the curriculum for individual and group counseling sessions*
- *Conducted individual and group counseling sessions for more than 300 beneficiaries (face-to-face, online)*
- *Conducted Training of Trainers for the project partner "Environmental and Sustainable Development Unit at the American University of Beirut (ESDU- AUB) on implementing Group counseling sessions for their beneficiaries*

- Designed training on Decent Work Conditions, Labor Rights, Labor Duties and Preparation for the Job Market for a Cash for Work Project
- Prepared and delivered training on Child Labor to ACTED staff and project MSME's
- Organized online info sessions between agricultural companies and project beneficiaries to create linkages
- Coordinated the launching of the project activities
- Coordinated with the Regional Economic Development Technical Coordinator on developing an assessment tool to assess the effects of transportation burdens on employment of beneficiaries
- Directed the shooting of project success stories
- Was assigned as a Secondary PSEA (Protection from Sexual Exploitation and Abuse) Focal Point
- Lead the organization and implementation in close coordination with donor and partners of a Roundtable Discussion on MSME's/Coops' Support: Best Practices, Challenges and Recommendations

JOB COUNSELING AND PLACEMENT OFFICER | ACTED- LEBANON | APR 2019 – MAY 2021

- Provided one-on-one career advising to 164 beneficiaries and group career counseling sessions to 114 beneficiaries using specially developed assessment tools to identify existing skills and future ambitions.
- Guided beneficiaries towards the most suitable service by offering information on employment, including online job platforms, self-employment options, vocational training opportunities, and apprenticeships.
- Identified and interviewed new employers in the designated sectors (IT, Sewing, Decorative Construction, etc.) for the purpose of identifying job placement and apprenticeship opportunities for beneficiaries.
- Placed 56 beneficiaries in suitable jobs and apprenticeships, followed-up with them on a regular basis with spot checks and prepared attendance sheets and payments
- Conducted CV and Interview Trainings for 68 beneficiaries
- Conducted Client Service Training and Work Ethics Training for 74 beneficiaries
- Placed 56 beneficiaries at apprenticeships
- Supervised the work of the project officer who assisted in the implementation of apprenticeships.

Volunteering Experience

- First Aid Certificate | Lebanese Red Cross First Aid Department | Dec 2006
- Social Worker and Trainer | Lebanese Red Cross Youth Department | Aug 2005 – Jun 2021

Attended Trainings

- Building the Team, Communication Skills, & Coaching | Young Urban Professionals | Dec 2009
- Humanitarian Photography | Besme International Group for Humanitarian Assistance | Jun - Jul 2016
- Inter-Agency Minimum Standards on Referrals Training | Inter-Agency Coordination Lebanon | May 2020
- Action on Child Labor in Agriculture in Food Insecure and Humanitarian Contexts | The Food and Agriculture Organization of the UN (FAO) | Mar 2021
- Training of Trainers-ToT Child Labor in Agriculture | The Food and Agriculture Organization of the UN (FAO) | Apr 2021
- Awareness Session and 2-Day training on PSEA | PSEA Network | Dec 2021
- PSEA IP Assessment Training | PSEA Network | Feb 2022
- GBV/SEA Data Protection Training | PSEA Network | Mar 2022
- Webinar on "How to Establish Child-Friendly Complaint Mechanism" | PSEA Network | Mar 2022

Computer Skills	Languages	Personal Data
• Microsoft Office Suite	• Arabic & English: Excellent	• Nationality: Lebanese
• G Suite, LinkedIn, Zoom	• French: Fair knowledge	• Date of Birth: 31-March-1988
• Oracle		
• Statistical Package for the Social Sciences (SPSS)	• Portuguese: Beginner	• Valid Driving License
	• Spanish: Beginner	