

Jana Nasser

Economic Teacher

Personal Information

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Address: Beirut, Lebanon

DOB: 30/04/1996

Nationality: Lebanese

Work Experience

Intern, wellspring school, Ain El Remmaneh

Feb. 2025 – Jun. 2025

- Observed classroom instruction and student behavior to deepen understanding of effective teaching practices and classroom management techniques.
- Developed and delivered engaging lessons on economics topics, fostering critical thinking and financial literacy among students.
- Collaborated with teachers and staff to support student learning and contribute to the school community.
- Prepared a comprehensive report summarizing internship experiences, observations, and key learnings, including reflections on teaching effectiveness and recommendations for future improvements.

Teacher & Curriculum developer, Alefb, San Francisco (USA) May 2021 – Present

- Managed a diverse online student community (ages 3–60) by creating a supportive, organized, and engaging virtual learning environment.
- Provided continuous guidance, follow-up, and administrative support to students and parents, ensuring clear communication, smooth coordination, and consistent progress.
- Monitored student performance, identified challenges early, and implemented individualized strategies to support learner wellbeing and success.
- Handled weekly parent communication, reporting, scheduling, and documentation, strengthening trust and maintaining positive relationships.
- Developed curriculum and instruction plans for Arabic courses directed to young non-native speaker students.
- Maintained all student records, progress reports, and learning documentation with accuracy and professionalism.

Intern, Terres des homes, Adliye

Jul. 2024 – Sept. 2024

- Assisted in reviewing and preparing partner requests.
- Assisted in booking partner expenses and reconciling partner payments and financial reports.
- Supported review of partner financial reports and supporting documentation.
- Supported daily operation in accounting systems.
- Assisted in archiving and maintaining records of all documentation

Intern, Abou Sleiman & Co, Gemmayze

May 2019 – July 2019

- Assisted in Bank reconciliation & filing tax returns for corporations.
- Assist with financial reporting & bank reconciliation tasks.

Education

Teaching Diploma in Economics

2025

Saint Joseph University – Achrafieh

- **GPA:** 4.00/4.00

Master's in International Economy and Finance

2021

Lebanese University – Achrafieh

- **GPA:** 3.75/4.00

Bachelor of Economics

2018

Lebanese University – Achrafieh

- **GPA:** 3.00/4.00

Skills

Lesson Planning

Assessment

Communication

Microsoft Office (Word, excel, PowerPoint)

Curriculum design

Teamwork

Languages:

Arabic, English and French

Volunteer Experience:

Assistant Commissioner for Girl & Boy Scouts, Lebanese scout association, Beirut

- Led and supervised youth aged 12–16 through structured programs focused on leadership, character building, teamwork, and responsible citizenship.
- Oversaw member wellbeing, safety protocols, and discipline during camps, weekly meetings, and outdoor activities, reinforcing a secure and supportive environment.
- Planned and executed large-scale events, training, and camps, handling logistics, delegating tasks, and ensuring all activities aligned with organizational standards.
- Provided continuous mentorship to youth, supporting their emotional, social, and personal development through guidance, reflection, and one-on-one follow-up.