

YARA BOU AKAR

Blat, Jbeil | 70 999 473 | yarabouakar979@gmail.com

—

PROFILE

Dedicated professional with a strong foundation in psychology, education, administration, and community support. Experienced in managing communications, organizing records, coordinating events, and guiding individuals across different settings including healthcare, teaching, and volunteering. Recognized for adaptability, interpersonal skills, and the ability to foster supportive and productive environments. Currently pursuing a Master's degree in Human Resources to complement practical experience with advanced academic knowledge.

—

PROFESSIONAL EXPERIENCE

May 2023 – Present Secretary – Zaarour Clinic

- Manage internal and external communications (calls, emails, inquiries).
- Maintain accurate contact databases.
- Prepare and distribute meeting agendas and minutes.

September 2022 – Present Teacher – Private Institution

- Design and deliver lessons adapted to diverse learning needs.
- Use technology to enhance student engagement.
- Collaborate with colleagues to develop new teaching strategies.

January 2025 – Present Child Support Volunteer – Bonheur du Ciel

- Screen children for mental health challenges.
- Provide safe, supportive guidance and care.

January 2021 – February 2022 Production Operator – Pharmaline

- Conduct inspections and equipment checks.
- Maintain production records and process documentation.
- Trained and mentored new employees.

January 2022 – July 2022 Baby Sitter – Private Families

- Engaged children in educational and recreational activities.
- Developed positive family relationships leading to referrals.

2019 _2025 Event coordinator

- Coordinated guest groups and photography logistics.
- Created planning checklists to ensure smooth event execution.

—

EDUCATION

Master's in Human Resources (Ongoing) – Lebanese University, Rabieh

B.A. in Psychology (Completed) – Lebanese University, Fanar

High School Diploma in Socio-Economics – Jbeil Public High School, 2021

—

SKILLS

Administration & Organization

Office Coordination & Documentation

Meeting Support & Record Management

Event Planning & Logistics

Interpersonal & Communication

Team Collaboration

Active Listening & Empathy

Conflict Resolution

Public Speaking & Presentation

Other Key Skills

Teaching & Training Delivery

Problem-Solving & Adaptability

Computer Skills: MS Office (Word, Excel, PowerPoint), Google Workspace

—

LANGUAGES

Arabic: Native

English: Fluent

French: Intermediate