

HASAN ABOU KHODOR

Project manager | Life skills trainer | Career guidance professional

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PROFESSIONAL EXPERIENCE

HAK Agency – Project manager / Career guidance professional and trainer.

Lebanon. Industry: Training & Career Counseling Aug 2023 – Present.

Self-startup agency which aims to empower individuals by providing professional services to discover career identity, craft career paths, and provide customized technician and soft skills training.

Main Achievements:

- Developed and received MEHE approval for a school-based career guidance curriculum.
- Empowered over 5,000 youth across Lebanon through training and coaching programs.
- It partnered with schools and NGOs including World Vision, USAID, Loubnaniyoun, MDSF, Winners, ADRA, Al Majmouaa, RMF, and INJAZ to deliver impactful training programs.
- Child Protection & PSS Programs: World Vision Lebanon (Baalbek-Hermel): Delivered psychosocial support sessions for children, positive parenting sessions, child protection awareness, and GBV workshops including action plan development; conducted capacity-building training for local partner organizations and organized a child protection theater play.
- ADRA (Baalbek): Delivered internet safety and child protection sessions for children, interactive theater for parents on early marriage, and mental health sessions for teachers.
- Women Empowerment & Employability:
 - Al Majmouaa (Nabatieh): Conducted sales and employability training for three groups of women to enhance market-entry skills.
 - RMF (Bekaa & Mount Lebanon): Delivered 10-day training covering career guidance, financial literacy, and life skills for four groups.
- Capacity-Building for Organizations: World Vision (North Bekaa & Mount Lebanon): Delivered 10 days of training for 8 organizations on procurement, finance, proposal writing, MEAL, and HR practices.
- Career Guidance Programs:
 - UNICEF (Bekaa): Designed and delivered customized sessions for 120 students at the start of livelihood programs to create actionable career plans.
 - MDSF (Bekaa): Delivered sessions for 100 terminal students to identify career goals and draft career action plans.
 - INJAZ: Provided 5-day career guidance sessions for university students focusing on environment and sustainability.
 - Loubnaniyoun Organization (Zahle): Guided 800 students in career goal setting and connected them with universities and institutions.
- Conducted needs assessments and pre/post evaluations for all training programs.
- Supervised a pool of expert trainers ensuring high-quality delivery.
- Developed M&E plans to monitor student progress and program impact.
- Managed partnerships and collaborations with NGOs, schools, and local institutions.
- Led fundraising campaigns and proposal writing to secure project funding.
- Designed customized training curricula based on organizational needs.
- Facilitated career guidance events and school orientations across Lebanon.
- Promoted youth empowerment and workforce readiness through innovative programs.
- Designed market-aligned career training programs, including participant outreach, internship planning, and recruitment processes.

Himaya – Prevention Team Leader

Lebanon. Industry: NGO Mar 2020 – July 2023

- Supervise and manage the Child Protection (CP) team, ensuring effective implementation and capacity-building.
- Develop and lead strategies for vulnerable children, focusing on child protection and case management.
- Strengthen partnerships with NGOs, government agencies, and community organizations to enhance impact.
- Oversee budget management, grant compliance, and reporting to donors and stakeholders.
- Lead proposal development and advocacy efforts, integrating child protection into policies and programs.
- Conduct training for NGOs, partners, and community members on child protection and facilitation skills.
- Lead child protection interventions during emergencies, ensuring rapid response and support for affected children.
- Establish and support local committees to strengthen child protection community-led solutions.

LEAP Forward – Career guidance professional and trainer

Lebanon. Industry: Training Apr 2020 – Jun 2021

- Collaborate with INGO for training programs consultancy such as: World Vision, USAID, Mercy Corps, IOCC.
- Conduct mentoring sessions to unemployed individuals and prepare them to the marketplace.
- Provide career guidance, life skills and upskilling training services to youth groups.
- Conduct research and analysis to identify market needs and skill gaps faced by individuals and youth.

World Vision Lebanon– Education and Child protection Outreach Team Leader

Lebanon. Industry: International NGO Dec 2017 – Feb 2020

- Lead and manage outreach projects, overseeing team performance and ensuring effective implementation of child protection and education programs.
- Design and deliver training on facilitation, conflict resolution, and problem-solving to enhance team capacity.
- Provide coaching, supervision, and performance evaluations for team members to maintain high service standards.
- Develop and submit comprehensive quantitative and qualitative reports on outreach activities and program impact.
- Conduct soft skills training for community members, promoting a community-driven development approach.
- Guide and monitor the implementation of community initiatives, ensuring alignment with program objectives.
- Facilitate educational sessions on positive parenting, and child protection to empower caregivers.
- Identify, assess and refer child protection cases to ensure timely intervention and support.

EDUCATION And CERTIFICATIONS

American University of Science and Technology 2014 - 2018 Bachelor's Degree in Business Administration - Management

TOT Needs assessment, Data collection and Analyses, Facilitation skills - 2020/2022

TOT safe identification and referral – 2022

Project management, budgeting and donors reporting – 2019/2020/2021

Outreach and Community Engagement training 2018

Gender Based Violence integration training – 2017

Community for Development training - 2017

Interagency network for education in emergency training - 2016

Accountability and Outreach training – 2014

SKILLS

Computer skills: Microsoft office tools (PowerPoint, Excel, Word)

Languages: English (Professional), French (Professional), Arabic (Native)