

KASSEM HASAN MELHEM

Lebanese | +96170717886 | Kassemmelhem83@gmail.com

PROFESSIONAL SUMMARY

Self-driven educator committed to innovation, collaboration, and continuous professional development over 7 years of experience in higher education and adult education, combined with professional HR practice in healthcare and education. Skilled in curriculum design, instructional delivery, and applied research. Proven teaching experience for undergraduate courses.

EDUCATION

MBA – Management, *Modern University for Business and Science* Sep 2021 – May 2023

Master's in Counseling and Psychosocial Mentoring, *Lebanese University* Sep 2020 – Sep 2022

Bachelor's in Social Sciences, *Lebanese University* Sep 2017 – Jun 2020

PROFESSIONAL EXPERIENCE

**High School Humanities Teacher (History, AP Psychology) | Northwest Bilingual School
Kuwait | Aug 2025 – Present**

- Design and deliver differentiated, student-centered lessons aligned with international curricula, ensuring inclusive and equitable learning for diverse learners.
- Integrate digital tools and LMS platforms (e.g., Google Classroom, Zoom, Kahoot) to deliver high-quality in-person, virtual, and hybrid instruction.
- Assess student performance continuously, provide timely feedback, and maintain accurate academic and behavioral records to support student progress.
- Implement effective classroom and behavior management strategies, fostering a safe, structured, and positive learning environment.
- Collaborate with parents, colleagues, and school leadership through regular communication, contributing to student well-being, engagement, and overall academic success.

Business Administration & Marketing Instructor

Islamic University of Lebanon – Lebanon | Apr 2025 – Aug 2025

- Taught key management and marketing courses including HRM, Business Research, principles of marketing to 70+ students per class.
- Developed case-based learning modules that improved student critical thinking and project completion rates.
- Led student capstone projects on market analysis and business innovation.
- Collaborated with department heads to align assessment rubrics, ensuring consistency and fairness across all course sections.

Business Administration Instructor & Academic Coordinator (Faculty Member)
Lebanese International University – Lebanon | Oct 2023 – Aug 2025

- Delivered 6 undergraduate courses per semester including Human Resource Management, Organizational Behavior, and Management, teaching 45+ students per class.
- Coordinated 20+ faculty members for HRM course across 9 campuses, improving course standardization and faculty collaboration by 30%.
- Contributed to curriculum reform and participated in curriculum development committee enhancing course delivery for over 400 students university-wide.
- Supervised student research projects and capstones.

Educator – Non-Formal Education Program
Norwegian Refugee Council (NRC) – Lebanon | Jul 2021 – Jan 2024

- Provided education and psychosocial support to 40+ refugee and vulnerable children, achieving a 30% increase in literacy and numeracy outcomes.
- Designed trauma-informed learning activities and social-emotional workshops that improved student resilience and attendance by 25%.
- Coordinated with child protection and education teams to ensure individualized support plans and safe learning environments.
- Maintained complete case documentation and contributed to NRC's education reporting systems.

Psychosocial Counseling Intern
Fakih Hospital – Lebanon | Mar 2022 – Jul 2022

- Conducted psychological assessments for 20+ patients, identifying 7 requiring targeted psychosocial interventions.
- Supported the lead psychologist in developing counseling plans, achieving an 88% patient satisfaction rate.
- Delivered 12 individual mentoring sessions focused on coping mechanisms and emotional resilience.
- Facilitated hospital staff wellness workshops that enhanced team morale and reduced burnout indicators by 15%.

Admin & Human Resources Assistant
Al Kayan Medical Center – Lebanon | Jan 2018 – Jun 2021

- Streamlined recruitment processes and reduced hiring time by 25% through structured candidate evaluation and appraisal systems.
- Managed HR operations for 20+ employees, including payroll, attendance, and compliance documentation.
- Designed employee performance tracking tools that improved evaluation accuracy by 30%.

- Organized monthly HR meetings and contributed to the development of professional training sessions.

Admin & HR Assistant

Al Nour Learning Center – Lebanon | Feb 2017 – Dec 2020

- Supported recruitment, onboarding, and payroll operations for a team of 12 employees and 60+ students.
 - Improved administrative workflow efficiency by 20% through the implementation of digital filing systems.
 - Coordinated events and student activities that strengthened center-parent communication and engagement.
-

CERTIFICATIONS

- Certificate of Volunteering, Work-Life Balance Ambassador | *LeadMe Academy*
 - Google Certified Educator Level 1 | Google for Education
 - Project Management | *Centre MINE, Lebanese University (MORALE Erasmus+ Project)*
 - Training of Trainers | *FORSA x Mercy Corps*
 - Prevention of Sexual Exploitation and Abuse (PSEA) | *NRC*
 - Child Safeguarding, Code of Conduct, Conflict of Interest, SEL, Teacher in Crisis Context | *NRC*
 - Intensive Computer Course | *LAWAH, Lebanon*
-

SKILLS

Human Resource Management & Strategy | Performance Management & Employee Engagement | Teaching & Curriculum Design | Instructional Innovation (Technology-Enhanced Learning, Experiential Pedagogy, Case-Based Teaching) | Research & Data Analysis (Applied Research Projects, SPSS, Report Writing) | Leadership & Collaboration (Academic Coordination, Faculty Engagement) | Microsoft Office, Google Suite, Survey123, oral and written communication.

LANGUAGES

English: Highly Proficient | Arabic: Native

VOLUNTEER EXPERIENCE

- Emergency Medical Volunteer | *Lebanese Red Cross* (2015 – 2017)
- Peer Mentor | *FORSA – Mercy Corps* (2019 – 2023)
- Youth Volunteer | *Lebanese Red Cross* (2019 – 2020)