

Shireen Kasamani

✉ shireen.kasamani@gmail.com

☎ +961 70 099 814

📍 Beirut, Lebanon

🌐 <https://www.linkedin.com/in/shireen-kasamani/>

EDUCATION

Masters Degree in Education , <i>Lebanese American University</i> CGPA: 3.9/4 High distinction	2024
Teaching Diploma in Secondary Education , <i>Lebanese American University</i> CGPA: 3.4/4 Honors	2021
Bachelors Degree in English Literature , <i>Lebanese American University</i> CGPA: 3.4/4 Honors	2020

PROFESSIONAL EXPERIENCE

CIS College, Tomohi App , <i>Mentor & Quality Manager</i>	2025 Apr – Present Lebanon, Beirut
- Establishing and leading the mentor community from the ground up, setting policies, processes, and quality standards. - Managing end-to-end mentor lifecycle, from recruitment and onboarding to performance monitoring and coaching. - Acting as product owner by defining specs, testing features, reporting bugs, and collaborating with developers to enhance platform functionality. - Curating training content, approving learning materials, and designing course outlines, aligning with market trends and learner needs. - Recruiting rising social media influencers as mentors to diversify expertise and expand audience reach. - Setting tier-based pricing structures for offerings, ensuring competitive positioning and revenue optimization. - Driving marketing initiatives by supporting campaigns, hosting podcasts, and collaborating on social media strategies. - Designing and delivering workshops to build awareness, engage learners, and boost sales.	
AlGooru, EdTech	
<i>Educational Consultant</i>	2025 Apr – 2025 May Saudi-based
- Assisted in the recruitment process for a Head of Learning, including interviewing, assessing, and selecting the final candidate. - Guided instructional designers to ensure alignment with pedagogical best practices and organizational goals. - Completed the development of a comprehensive English curriculum tailored to program objectives. - Initiated the development of an Arabic curriculum to expand the organization’s learning offerings.	
<i>Tutor Recruitment & Development Lead</i>	2024 Jul – 2025 Apr Saudi-based
- Managed the full recruitment lifecycle for part-time and full-time tutors, scaling processes through innovative strategies. - Designed and implemented an educational quality assurance system to ensure high-quality sessions and continuous tutor improvement. - Established professional development programs, integrating the latest educational methodologies and technologies. - Lead instructional design projects, including an English Curriculum and a Coding Program. - Developed and refined tutor support materials such as guides, manuals, and resources.	
<i>Senior Learning & Development Specialist</i>	2024 Jan – 2024 Jul Saudi-based
- Analyzed tutor performance to identify improvement areas and enhance teaching quality. - Collaborated with teams to integrate technology and innovative methodologies into tutoring. - Oversaw educational initiatives, guiding team members and ensuring effective implementation. - Designed learning strategies and developed comprehensive resources, including guides and multimedia content. - Established feedback loops with tutors, students, and stakeholders to continuously refine learning approaches.	
<i>Tutor Sourcing Analyst</i>	2023 Jul – 2024 Jan Saudi-based
- Automated the recruitment process to meet demand. - Recruited, assessed, and onboarded tutors across 20+ subjects.	

- Managed data reporting, resolved system issues, and streamlined biweekly payments for 200+ tutors.
- Acted as main liaison within the sourcing team, ensuring cross-departmental collaboration.

Engleaze, EdTech

Lead Teaching Operations Manager 2020 Dec – 2023 Jun | UAE-based

- Spearheaded resolution of daily class and teacher challenges, ensuring operational efficiency.
- Supported the career development and growth of teachers by providing personalized guidance and mentorship.
- Provided dynamic leadership to the teaching operations team and the teachers' community of 40+ teachers.
- Implemented tracking systems for teacher attendance and payroll, ensuring accuracy and compliance.
- Actively participated in executive meetings, providing insights and implementing long term strategies.
- Played a pivotal role in recruitment and internal promotions, emphasizing talent acquisition and career growth.

English Teacher 2020 Jun – 2023 Jun | UAE-based

- Conducted group and private online English lessons for MENA region students, covering all CEFR levels and business classes.
- Delivered online webinars to prospective students, advising on enrollment packages to optimize conversion rates.

Ostaz, Tutoring Platform, Private English Teacher 2021 Jul – 2022 Jun | Lebanon

- Conducted online and in-person tutoring sessions through personalized and interactive English lessons.

Lebanese American University

Writing Center Peer Tutor 2021 Oct – 2023 May | Lebanon

- Delivered tutoring sessions and in-class workshops to strengthen students' writing and academic skills.
- Supported undergraduate and graduate students with assignments, resumes, cover letters, and professional documents.
- Collaborated with instructors and coordinators to track performance and improve workflow efficiency.

Research Assistant, Institutional Research & Assessment Department 2021 Sep – 2022 May | Lebanon

- Provided research assistance, submitted Literature Reviews, and collected data.
- Participated in projects related to Higher Education policies, Student Engagement, and Teacher Engagement.

Hariri High School 2, Student Teacher 2020 Nov – 2021 Jun | Lebanon

- Attended English classes, delivered mini lessons, and provided essential student support.

CERTIFICATES

CITI Program Certification (Collaborative Institutional Training Initiative)

Social and Behavioral Responsible
Conduct of Research.
Social-Behavioral-Educational
Researcher.

OPTA Training (Orientation Program for Teaching Assistants) Lebanese American University

SKILLS

Tools

Notion, Coda, Google, Microsoft, Pedagogical Resources

CRM/ATS

Zoho, HubSpot, Workable, LinkedIn, Indeed, Career Portals

AI Tools

Claude, MidJourney, Stable Diffusion, DeepSeek, Canva AI

Languages

English, Arabic