

Stephanie Badaan

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PROFILE SUMMARY

Dynamic and results-driven Career Counselor with over 8 years of experience empowering youth and professionals through career guidance, employability training, and recruitment support. Proven track record in collaborating with higher education institutions and NGOs in delivering high-impact career counseling, designing and facilitating soft skills and job readiness workshops, and successfully connecting candidates with employment and internship opportunities.

EXPERIENCE

Forward Mena | Beirut Digital District, Lebanon

10/2023-Present

Career Counselor

- Provided practical advice on job search strategies, resume writing, interview preparation, and professional development to over 300 beneficiaries through one-on-one sessions, resulting in improved job application outcomes.
- Successfully designing and delivering a series of employability and soft skills workshops to university students and graduates equipping them with practical skills leading to enhance their job search.
- Delivered in-person career advising sessions to Grade 11 and 12 students in 20 private schools, focusing on the most in-demand careers and the importance of acquiring digital skills, impacting students' career choices and preparedness.
- Expanded employer database by 13% through proactive outreach to employers, uncovering 142 job/internship opportunities.
- Screened and shortlisted more than 2000 applications, ensuring high-quality matches for employers, successfully filling 40 internships/jobs within 7 months.
- Publishing and managing job/internship opportunities on the organization's career portal, keeping opportunities current and accessible.
- Assisted in interviewing and evaluating candidates applying for internships at Forward MENA, ensuring the selection of qualified interns.
- Reporting regularly on internship updates, such as placement rates, employer engagement, and the status of open opportunities.
- Maintaining an up-to-date employer database with 100% accuracy.

Freelance Employability Skills Trainer | Beirut, Lebanon

07/2023-Present

- Assisted 40+ youth and professionals (entry-level to senior) in crafting ATS-friendly CVs and optimizing LinkedIn profiles, contributing to improved hiring outcomes.
- Successfully delivered in-person and online trainings to over 100 youth, enhancing their job readiness and personal development through partnerships with INJAZ Lebanon and the Nawaya Network.
- Facilitated over 40 personalized career coaching sessions, helping job seekers to identify their strengths, improve their resumes, and effectively prepare for job interviews, leading to increased employment opportunities.

Innovation Consulting Group | Beirut, Lebanon

Training Coordinator

09/2022-05/2023

- Developed comprehensive training materials, conducted research, and prepared impactful proposals, enhancing the quality and effectiveness of training sessions.
- Prepared detailed training reports, providing valuable insights and feedback to improve future training initiatives.
- Successfully designed and executed customer experience journeys, leading to increased participant engagement and satisfaction.

INJAZ Lebanon | Beirut, Lebanon*Project HR Specialist*

01/2022-08/2022

- Assisted employers in the recruitment process, screened and reviewed 126 applications.
- Followed up on the implementation of 21 internships ensuring that all interns received proper guidance and support, leading to valuable work experience and skill development for participants.
- Provided one-on-one and group mentorship support to more than 100 youths in Lebanon helping them to identify their strengths, improve their resumes, and effectively prepare for job interviews, leading to increased employment opportunities.
- Successfully provided group online career readiness training to over 500 youths, significantly enhancing their employability skills and preparing them for the job market.
- Wrote quarterly and final reports enabling donors to make informed decisions on future funding.
- Successfully coordinated and executed employability events resulting in an increase in student participation and positive feedback from attendees.

Career Services Office - Holy Spirit University of Kaslik (USEK) | Kaslik, Lebanon*Career Guidance Coordinator*

01/2020-12/2021

Internship Officer

09/2019-11/2020

Internship Assistant

06/2017-08/2019

- Planned and organized career services workshops, conferences, and job fairs, engaging students and professionals, resulting in increased employment and networking opportunities.
- Designed and delivered tailored CV-building, interview preparation, and job search workshops across USEK's main and regional campuses, leading to improved job-seeking skills and higher success rates in securing employment or internships.
- Successfully managed Career Services Office (CSO) social media platforms, increasing student engagement and promoting job/internship openings across various channels.
- Maintained a comprehensive, up-to-date graduate database, providing accurate insights and facilitating efficient alumni relations and job placement services.
- Compiled detailed reports and provided statistical analysis on all CSO activities, enabling data-driven improvements and strategic planning for future initiatives.
- Ensured effective coordination and follow-up on all signed and prospective MOUs, enhancing partnerships and securing beneficial agreements for the institution's career services.

CERTIFICATES

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| • Training of Trainers (TOT) , International Academy for Building Capacity | 10/2025 |
| • Mastering Assertiveness & Conflict Resolution , TRACE | 07/2025 |
| • Uncovering Unconscious Bias in Recruiting & Interviewing , LinkedIn Learning | 11/2024 |
| • Interviewing a Job Candidate for Recruiters , LinkedIn Learning | 11/2024 |
| • Facilitating Career Development Training Certificate of Completion
National Career Development Association | 09/2024 |
| • Fundamentals module: Coaching Skills 101 , Coaches Circle Academy | 10/2023 |

EDUCATION**Holy Spirit University of Kaslik , Lebanon**

07/2007-05/2011

Bachelor in Educational Sciences

SKILLS

Computer Skills: Microsoft office: Word, Excel, PowerPoint, Outlook, MS Teams, Zoom, Google Sheets (Proficient); **CRM:** Salesforce (Intermediate); **Project Management:** ClickUp (Intermediate); **Photo Managers:** Adobe Acrobat, Adobe Photoshop, Adobe Illustrator, Canva (Basic knowledge)

Language Skills: Arabic (native language), good in French in speaking, reading and writing, very good in English in speaking, reading and writing.