

MAYSOUN AL GHAREEB

ADMISSION OFFICER & EDUCATIONAL CONSULTANT



CONTACT

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- Kafarmatta, Lebanon

SKILLS

- Student recruitment
- Academic and career advising
- Public Speaking and presentation skills
- Theater- based communication
- Leadership and team mentoring

EDUCATION

2019 - 2021

Education

MUBS - Aley

2017

High School Graduated- Humanities

Baissour Official School

Dynamic Education and Admissions Professional with proven experience guiding students, building strong relationships with schools and families, and leading outreach initiatives. Skilled in student recruitment, career advising, and event coordination. Recognized for leadership, public speaking, and creative communication, with a strong background in theater. Passionate about empowering students and contributing to organizations that value education and community development.

EXPERIENCE

Modern University for Business and Science 2024 - PRESENT
Admission Officer

- Led student recruitment efforts, establishing strong relationships with school principals, teachers, and families to attract qualified candidates.
- Provided personalized academic and career counseling for grade 12 students, helping them identify strengths, set goals, and choose suitable programs.
- Organized and delivered orientations, university fairs, and entrance exams, ensuring smooth operations and high student engagement.
- Coordinated with internal departments to manage admissions records, file uploads, and follow-ups with prospective students.
- Designed and implemented strategies to enhance student outreach, engagement, and satisfaction, contributing to higher enrollment rates.
- Represented the university as a confident public speaker in school presentations, events, and educational campaigns.

Lacitte Culturelle, Khalde
Arabic Teacher (KG3)

2023- 2024

- Designed and implemented creative lesson plans to enhance literacy, language, and social skills for young learners.
- Fostered interactive and inclusive classroom environments, encouraging student participation and confidence.
- Organized class activities and small projects that strengthened collaboration, critical thinking, and expression.

UCA, Aley

2022- 2023

Arabic Teacher (KG2 & Grade 3)

- Delivered Arabic curriculum effectively while integrating creative and engaging teaching methods.
- Monitored student progress and provided individualized support to improve language skills.
- Encouraged students to express themselves through storytelling, dramatization, and interactive activities.

Little Dreamers Daycare & Learning Center, Aley

2022

Shadow Teacher

- Supported a 3-year-old girl diagnosed with autism in daily learning and social activities.
- Developed tailored learning strategies to meet individual needs and foster progress.
- Collaborated with parents and teachers to ensure continuity of learning and development.

Theater & Public Speaking Experience

2022

- Completed theater courses with KAA Team Faces, actively participated in multiple plays, enhancing leadership, creativity, and public speaking skills.
- Led and performed in school and community theater productions, developing confidence, stage presence, and teamwork.
- Applied theatrical techniques to engage students and audiences in educational and motivational activities.

Mountain Academy, Kafarmatta

2020 - 2021

Special Education Teacher (Grades 1-6)

- Taught multiple subjects including Arabic, English, Science, Geography, and Civics to students with diverse learning needs.
- Designed individual learning plans and adapted teaching methods to maximize student engagement and comprehension.
- Integrated creative projects and activities to reinforce concepts and promote active learning.