

Lama El Dreini

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Summary

Dedicated and detail-oriented Administrative and Research Professional with experience in arts management, content administration, and institutional coordination. Skilled in research, database management, communication, and organizational processes, with a strong commitment to efficiency and accuracy. Adept at managing artist archives, coordinating between departments, and maintaining comprehensive documentation to support institutional objectives.

Experience

Administrative Officer and Researcher – 09/2024 to Present

Dalloul Art Foundation, Lebanon

- Coordinate and oversee daily administrative operations to ensure efficiency across departments and projects.
- Manage internal and external correspondence, meeting schedules, and official documentation while maintaining organized records and filing systems.
- Support the foundation's research department by conducting in-depth studies on artists, exhibitions, and related media.
- Gather and curate information from press releases, news articles, and other credible sources to enrich the foundation's artist database.
- Upload, update, and maintain accurate artist profiles and research materials on the foundation's website for public access.
- Draft and edit written content, including artist biographies, press releases, and research-driven articles, ensuring alignment with curatorial and academic standards.
- Liaise between research, communications, and logistics teams to streamline workflow and ensure timely task completion.
- Assist in organizing exhibitions and cultural projects by handling logistics, documentation, and partner communications.
- Implement and refine administrative procedures to enhance accountability, consistency, and operational transparency.
- Manage preparation and distribution of artist folders and materials, ensuring data accuracy and confidentiality.
- Maintain professional standards in all communications, contributing to the foundation's reputation for academic integrity and excellence.

Primary Years Programme Teacher – 08/2022 to 06/2024

Wellspring Learning Community, Lebanon

- Demonstrated organizational skills by managing multiple tasks, deadlines, and administrative responsibilities.
- Conducted research and maintained detailed records to support student progress and curriculum development.
- Promoted cultural awareness and inclusivity within an international school environment.
- Built and maintained positive relationships with parents and local organizations, fostering community engagement.
- Collaborated with colleagues and administrators to enhance educational quality and operational efficiency.

Early Years Teacher – 12/2020 to 08/2022

Learn and Play – Children's Center, Lebanon

- Organized and participated in nursery events, fostering engagement among parents and staff.

- Managed classroom resources efficiently, ensuring an enriching and safe learning environment.
- Integrated creative activities such as art, music, and movement into daily routines to support child development.
- Prepared and maintained reports on student progress and behavior in compliance with institutional policies.

Education

Bachelor of Arts in Early Childhood Education – 2020

Lebanese University, Lebanon

Certifications

- Writing About Art: The Art and Architecture of Language – BICAR, 2025
- Copywriting for Social Media – Domestika, 2024
- Content Writing for Beginners – Udemy, 2024
- The Strategy of Content Marketing – Coursera x UC Davis, 2024
- Digital Marketing – Learning.Remotely by Samar Al Masri, 2023
- Second Step: Skills for Social and Academic Success – Committee for Children, 2023
- Child Protection and Bullying Prevention – Committee for Children, 2023
- Making the PYP Happen in the Early Years: Implementing Agency – International Baccalaureate, 2022

Extracurricular Activities

- Member – Lebanese State Alumni Community (Present)
- ACCESS Alumni – Amideast (Present)
- Marketing Team Member – All Girls Code, American University of Beirut (2021)
- Member – Jina Al Dar Project, ABAAD (2019)
- Logistics Team Member – All Girls Code, AUB (2018)
- Logistics Team Member – National Association for Local Development (2015)

Skills & Expertise

- Microsoft Office Suite
- Canva
- Leadership and Team Management
- Communication and Negotiation
- Problem Solving and Decision Making
- Project and Strategic Planning
- Data Analysis and Time Management
- Emotional Intelligence
- Administrative Coordination and Record Management
- Adobe Acrobat

Languages

Arabic: Native | English: Fluent (IELTS 7.5)