

Nayla Alieh

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Professional Summary:

A dynamic and trilingual (Arabic, English, French) Educationist & Project Coordinator with over **12 years** of diversified experience in managing large-scale international education projects. I have demonstrated expertise in leadership, educational technology, project management and coordination while driving successful outcomes across diverse teams and initiatives enabling effective communication in multicultural environment. Additionally, I have a Master's degree in project management from Rome Business School and looking to expand my career in project management domain.

Professional Experience:

Project Coordinator – Farah Social Foundation – Beirut | Lebanon.

September 2025 – February 2026

- Assisted in project planning, scheduling, and budgeting & smooth implementation of the project.
- Tracked project progress, identified potential risks, and proactively resolved issues to keep initiatives on schedule.
- Facilitated cross-functional team collaboration through clear, concise written and verbal communication.
- Coordinated tasks between team members to ensure they are completed on time & supervised and monitored daily kitchen operations.
- Managed project-related paperwork and administrative tasks such as ordering ingredients and needed supplies and ensured compliance with food safety standards.
- Maintained comprehensive project documentation such as attendance sheets, reports, and menus.

Teaching Operations Manager – ENGLEASE – Beirut | Lebanon.

September 2021 – April 2025

- Supervised & managed daily operations of the teaching department and administered clients' request and complaints with the customer service department.
- Collaborated closely with all departments to ensure all operational arrangements are in order.
- Facilitated cross-functional team collaboration through clear, concise written and verbal communication.
- Supported onboarding and training of new team members including international team members.
- Oversaw resource planning and performance tracking.

ESL Online Teacher – ENGLEASE – Beirut | Lebanon.

September 2021 – September 2024

- Delivered group & private lessons in English for speakers of other languages while working with international clients.
- Improved clients' reading, writing, and communication skills in English.
- Delivered special courses such as "English for Business" and "IELTS".
- Boosted clients' self-confidence in terms of English communication.

Field Volunteer – Scale – Chouf, Mount | Lebanon.***October 2020 – June 2021***

- Conducted field assessments to assess different conditions through surveys after the Beirut Blast.
- Organized and participated in awareness campaigns and distribution events to educate the community about our mission and programs and deliver assistance.
- Provided information, resources and support to individuals and families in need connecting them to relevant services and programs.
- Assisted with data collection for the project & supported data entry in Excel and Google forms.
- Built and maintained relationships with local partners, government agencies, and community leaders to facilitate project success.
- Delivered case status after each field visit and communicated key insights with team members. Distributed hygiene kits among families.

Monitoring & Evaluation officer – Makhzoumi – Beirut | Lebanon.***March 2019– June 2019***

- Worked with the project management team for stakeholder's requirements and execution of the projects.
- Lead a team of 5 field officers & followed up their progress and collected data in order to track the implementation of the project.
- Implemented training centers all across Lebanon with comprehensive teaching methods.

Multiple Experiences:

- English teacher – Growing Minds, – Istanbul, Turkey. (Nov 2019 – June 2020)
- Educational assistant – Eastwood College – Beirut, Lebanon. (Sep 2017 – June 2018)
- English teacher – Learn & Play Children Center – Beirut, Lebanon. (Sep 2013 – June 2016)
- English teacher– Beirut Baptist School – Beirut, Lebanon. (Sep 2012 – June 2013)

Education:

- Master's degree in Project Management
Rome Business School, Rome– Italy.
Graduated April 2025
- Bachelor's degree in Early Childhood Education
Lebanese American University, Beirut – Lebanon.
Graduated April 2012

Trainings/Certifications:

- Certificate in Teaching English for Speakers of Other Languages – International TEFL & TESOL Training Online – March 2021
- Certificate in Editing & Proofreading – UDEMY – October 2023
- Certificate in Agile Project Management: Agile, Scrum, Kanban, & XP – UDEMY – November 2024