

Dimah Sleiby Dib

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Professional Experience

2017- 2018 ALPS Beirut

Arabic Teacher for adults: Taught the Spoken Lebanese Arabic.

2011- 2012 Tamkeen for Legal Aid & Human Rights Center

Executive Administrator: Responsible of screening and archiving daily newspapers; Administration of Center's Main contacts list; Human resources functions; Took & issued minutes of meetings; Supervised the Training Coordinator; Supervised workshops & events.

2008- 2009 Freedom House/ New Generation / USAID

Office Manager / Assistant Program Officer: Assisted Director in insuring the smooth & efficient running of the office; applications and new hire's documentations; Petty Cash custodian; purchased and managed all office logistics.

2007- 2008 IREX Jordan/ USAID

Project Coordinator: Assisted Director with insuring the smooth & efficient running of the office; responsible for all logistics of training workshops; assisted staff in enhancing their computer skills; provided a daily news summary in English from the daily press.

2005- 2007 Abts Associates/ USAID Health Systems Strengthening Project

Operations Officer: Arranged & managed operational functions & logistics; provided Administrative support to four Women's Health Managers.

2002- 2005 Four Seasons Hotel

Personnel Officer: Supervised Managers with quarterly and yearly employees evaluations; managed the Personnel Operational System; handled staff Health & Life Insurance; Trained newly hired (Staff induction program); Assisted and supervised Succession Planning.

Human Resources Administrative Assistant: Handled job applications and new hires; coordinated Interviews; Data Entry

1995- 2001 British Embassy

Assistant Press and Public Affairs Officer: Summarized News headlines of daily newspapers; Monitored Embassy publications and kept monthly statistics; Overlooked BBC news messages; Formatted Press releases & distributing; Data Entry, maintained and updated contacts database; Maintained Embassy's website (updating & uploading); Answered press general enquiries; Contacted journalists over press releases and invitations; Audited department's invoices.

Diplomas

2007 Arab Open University - UK Open University

Business Administration (Systems Practice)

2001 Trinity College/ London

Guitar - Certificate in Grade 5

1995 LCCI Secretarial Studies Certificate (London Chamber of Commerce and Industry)

Communications - Use of English Office Procedures

Background to Business - Business Project Word Processing, (Theory)

Keyboarding (English and Arabic) Audio Transcription

1995 ABI Certificate

Advanced Secretarial Diploma (with Arabic communications skills)

1995 PITMAN Word Processing: RSA CLAIT Certificates

Excel - Database - WinWord - Desktop Publisher

Training

- Management Development Program
- Electronic Communications, Standard Level/at the British Council (Internet browsing)
Received Award from Cambridge International Examinations Board.
- Fiercest Software Program (Provided by the British Embassy)
- Internet Websites (editing and uploading)

Skills

- Excellence in Computers & Microsoft Office (Word, Excel, Power point, Access, Outlook, Smart Draw, Picture Manager).
 - Essential Maintenance & professional use of Office Machines (Photocopiers, Fax machines, Printers, Spirals... etc.)
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