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| Ain el Remmaneh – Lebanese Family Street • +96170638977 •lama.tabet@gmail.com |
| Lama ZeinounTabet |
| TRAINING EXPERIENCE* Consultancy for Mercy Coprs – May 2015 – Designing and Delivering Training on Child Protection PSS and Soft skills – Developing Soft Skills Training Manual
* Trainer for the “Conflict Mitigation, Stress Management and Communications skills for PHC Staff” – Consultancy Basis for International Alert– Areas: Tyr, Zahle and Beirut - Project funded by EU through UNHCR under the leadership of the Ministry of Public Health. Project Partners: WHO – UNICEF – International Relief and Development – International Alert. From December 2014 till March 2015
* Trainer for TOT on Events Management – Norwegian People Aid Lebanon – 21, 22 and 23 November 2014 Beirut Lebanon. Training given for 24 young Palestinian political activists, NGO employees and activists.
* Trainer with SALTO EUROMED for the Training of Mentors and Responsible of EVS Projects of Lebanese NGOs under the new Erasmus Plus program of the EU. November 2014.
* Trainer for the Chabibeh Youth Department “Volunteers and Staff Capacity Building”. Training delivered include: Communication Skills – Teamwork – Volunteering and Mentoring
* Workshop on “Team Work” for MEPI LAA Members – September 2014
* Workshop for Teach for Lebanon fellows entitled “Integration of Active Citizenship in Elementary School program” – June 2014
* Trainer for “EUROMED SPRING WORKSHOP” Finland 18 to 24 May 2014. Training by SALTO EUROMED about youth exchanges with participants from 16 countries and trainers from France, Finland and Turkey
* 21 to 28 Nov 2013: Project Coordinator and Trainer – “COLLABOR8 IN EUROMED” Training Course. Euromed project hosted by Chabibeh Sporting Club on the topic of Volunteering, Skills and Sports with partners and participants from UK, Italy, Spain, Egypt and Jordan. Responsible for grant application, budget, narrative and financial reporting.
* 16 to 21 Nov 2012: Expert and Trainer – “BE BRAVE EXPRESS YOURSELF” Training Course. Euromed project hosted by YWCA Beirut on the topic of Gender and Women Empowerment with partners and participants from Italy, Lebanon, Egypt and Hungary
* 5 Oct 2012: Expert at the info session conducted by the Lebanese Ministry of Youth and Sports for the Call for Proposals.
* Trainer at a Youth in Action Project in Birmingham UK from 9 till 17 June 2012. The project was a Training Course entitled “MOTIV8 in Euromed”. Main theme: Using sports for the positive integration of disadvantaged young people. It was attended by youth workers and youth leaders from UK, Lebanon, Spain, Jordan and Egypt
* April to June 2007 + Oct to Nov 2009: Trainer for the WEPASS Project by UNFPA and National Commission for Lebanese Women. 36 Workshops on “Household Budgeting” at 12 different Lebanese villages in South Lebanon, Bekaa and North Lebanon reaching 400 women

COORDINATION EXPERIENCECoordinated the participation of CHABIBEH SPORTING CLUB Youth, Members or partners at the following Erasmus Plus/Youth in Action or Euromed Projects: * Training Course in Hungary - Face The Race – December 2014
* Training Course in Italy – Let’s Act – November 2014
* European Voluntary Service Project “Poke the Globe 3” – Finland – October 2014
* Training Course in Latvia entitled “Bridging the gap between formal and non-formal education – August 2014
* Partnership Building Seminar “Seven Years and still itching” – Finland – February 2014
* European Voluntary Service Project “Poke the Globe 2” – Finland – October 2013
* Training Course in Turkey - “EVALUA8 in Euromed” Ankara Turkey October 2013.
* Youth Exchange in Spain “PARTICIP8 in Euromed” – Valencia September 2013.
* Training course in Jordan - “CULTIV8 in Euromed” - Amman June 2013.
* Training course in Turkey - “Gender Equality A lived Reality” - Istanbul March 2013.
* European Voluntary Service Project “Poke the Globe 1” – Finland – October 2012
* Training course in Hungary – “Be a Brave Woman” – Budapest Oct/Nov
* Training course in Turkey - “ACTIV8 in Euromed” – Ankara – March 2012
* Study Visit in Finland – “EVS in our Environment” – Helsinki October 2011
* Training in Spain - “Sports and Innovation – New Pathways for Integration” – Sevilla November 2009.

WORKING EXPERIENCE (Business Field)October 2013 – September 2014: Merck Sharp and Dohme (MSD) – Sin el Fil(Project Basis)**HR Project Coordinator*** Developing “Employment Regulation Document” for MSD Lebanon and MSD Jordan
* Organizing assessment centers for recruitment
* Organizing the “On Boarding” Program for new recruits
* Attending and reporting on the Talent Review program
* Following up on the Rewards and Recognition program
* Outreach program with universities
* Organizing assessments to fill job openings

2007 – 2013:Lahoud Engineering – Sin el Fil – Lebanon**Human Resources Officer*** Developing and maintaining a Database for CVs and recruitment agencies
* Screening and Pre-selecting candidates for vacancies
* Arranging interviews for potential candidates and following up on the recruitment process
* Building contacts with universities and recruitment agencies for recruitment purposes
* Participating at University Job Fairs
* Updating Job Descriptions when needed and maintaining a database for it
* Pre-selecting Summer Trainees, following up on their selection, progress and preparing Summer Training Evaluation
* Developing HR documentation (Employee Handbook, Evaluation Forms, Application Forms etc..)
* Reporting to the HR director on all issues

2005 – 2006:The International School of Choueifat – Choueifat – Lebanon**Admissions Officer*** New students applications and entrance exams
* Government files and requirements
* External exams requirements and applications
* Meeting with new parents, selling the school, school tour
* Image and Appearance
* Coordinated the School Accreditation process by CITA: member of the steering committee which did a school evaluation based on the CITA standards of accreditation.

2004 – 2005: Center of Orientation and Documentation – Achrafieh. Career Counselor* Implemented a career counseling program at 13 schools in South Lebanon, Bekaa, North Lebanon and Mount Lebanon

2003 – 2004: Brummana High School Boarding House – Brummana – Lebann**House Parent*** Taught IGCSE Business and Marketing for 6 IP students
* Responsible for 50 male boarders
* Followed up their academic, behavior, monetary and social status
* Organized activities

2002 – 2003:Eastwood College – Mansourieh– Lebanon**Promotion Coordinator*** Managed Fund Raising campaigns
* Contacted the media to advertise the school or cover its events
* Collected advertisements for the yearbook
* Performed public relation activities towards the school's community
* Coordinated the School Accreditation Process by ECIS: school evaluation based on the ECIS standards of accreditation – Coordinated the Curriculum writing of the social studies department

Local Programs:* “Plan your Future”: Personal Development and Career Counseling for young people. Ongoing
* Volunteers Mentoring Program: Selecting and developing mentors to support volunteers in their learning process through volunteering for the self-recognition of skills developed through their participation.
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| TEACHING EXPERIENCE1997 – 2003: Marketing – Accounting – Business Math – Introduction to Business **Teacher** for Grades 10, 11 and 12 Students. Eastwood College – Mansourieh - LebanonPROFESSIONAL DEVELOPMENT* Attended the SALTO Trainers Conference in Brides les Bains France – 12 to 15 Feb 2014
* Attended the SALTO EVS EuroMed Trainers’ Meeting in Amman – 7 to 12 April 2014

Attended MEPI LAA training “Identity of Belonging and Citizenship Workshop” – June 2014* Attended MEPI LAA training “Conflict Resolution – July 2014
* Attended the EUROMED Trainer’s Forum in Venice organized by SALTO Euromed and the Italian National Agency for the Erasmus Plus program – October 2014
* Participated at “Youth Pass in Action” Conference in Brussels. May 2013
* FIBA Manager Program – Certificate completed in February 2013
* Selected and participated at a “Training of Trainers” course in Turkey and became Trainer for Euromed Projects. TOTEM II - Turkey Oct 18 till Oct 29 2011 and Oct 9 till Oct 20 2012.
* Participated at a SALTO Training Course by SALTO EUROMED – “Training Essentials” – Turkey – Oct 2010
* Participated at SALTO Euromed Conference “Youth Participation in Euromed Context” - November 2008 – Marly le Roi – France
* Participant: ECIS conference November 2002 Berlin Germany
* Participant: ECIS conference November 2001 Hague Holland
* Participant: International College workshops January 2002

**INTERESTS**Vice President – Lebanese Aikido Federation – Since October 2012Manager/Projects Coordinator – Chabibeh Sporting Club – Since 2008AWARDWinner of the “Positive Change in Action” competition by the “1001 Stories for Common Ground” website. August 2011. I wrote an article about the work done in one of the villages through the WEPASS project by UNFPA in South Lebanon. The article won the competition and was published on The Common Ground News Service website and sent to 32,000 subscribers worldwide in six languages, and was reprinted 34 times in other media outlets.**TOOLS PUBLISHED**Conflict Styles:<https://www.salto-youth.net/tools/toolbox/tool/conflict-styles.1590/>Employability Skills:<https://www.salto-youth.net/tools/toolbox/tool/employability-skills.1501/>Intercultural Learning:<https://www.salto-youth.net/tools/toolbox/tool/discover-the-city.1512/>**ARTICLES**Article for AL BALAD newspaper in Arabic titled ¨الى ولدي في الشياح وعين الرمانة¨ published in the issue dated 12/10/2009: <https://www.facebook.com/notes/lama-zeinoun-tabet/%D8%A7%D9%84%D9%89-%D9%88%D9%84%D8%AF%D9%8A-%D9%81%D9%8A-%D8%A7%D9%84%D8%B4%D9%8A%D8%A7%D8%AD-%D9%88-%D8%B9%D9%8A%D9%86-%D8%A7%D9%84%D8%B1%D9%85%D8%A7%D9%86%D8%A9-%D8%AC%D8%B1%D9%8A%D8%AF%D8%A9-%D8%A7%D9%84%D8%A8%D9%84%D8%AF-12102009/151602501278><https://www.facebook.com/notes/lama-zeinoun-tabet/contest-winner-illiteracy-is-no-barrier/10150263381766279><http://mideastposts.com/middle-east-business/illiterate-women-teach-me-an-invaluable-lesson/>EDUCATION* MBA – Sagesse University – Ongoing
* BBA Business Administration – AUB – 1996
* Lebanese BACC – Maths – Antonine Sisters School Roumieh– 1992
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| PERSONAL INFORMATION:* DOB: January 11, 1975
* Marital Status: Married
* Number of children: One

COMPUTER SKILLS:Word – Excel – PowerPoint – Access – Lotus Notes – File maker Pro – Internet Search – Social MediaREFERENCES:Available upon request |