LINA ALI FAJJI

* Beirut, Lebanon
* Tel :76-078484
* [FUNKYTEACHER12@HOTMAIL.COM](mailto:FUNKYTEACHER12@HOTMAIL.COM)
* Date of birth :01January 1983
* Marital Status: Divorced

OBJECTIVE

* A well presented, self motivated and confident person who has extensive knowledge of how to successfully assess the needs of work load and then develop and implement suitable plans for them. Possessing excellent counselling, listening and general communication skills. Having exceptional multi-tasking and organisational skills, all of which are imperative when working closely with ordinary people or professionals.
* I am bringing to your attention my academic knowledge, experience, skill and work ethics hoping to acquire a challenging position within your institution.
* I personally would like to look at my job as a life time learning experience full with challenges and a constant dedication for the best performance. I believe that my dedication to work, together with my energy and background, plus your company’s guidance will make 1+1=3.

EMPLOYMENT HISTORY

* 2016:Founding member of the Syndicate of Human Resources Management Professionals in Lebanon

Member of the Scientific Society of Arab Nursing Faculties

Contact person of the TEMPUS - Erasmus European Union Program (Masters in Applied Health Sciences) in charge of RAU University Institute

HR manager at Al Rassoul Al Aazam University Institute

Quality Unit Manager at Al Rassoul Al Aazam University Institute

Teaching English Language for TS students at Beer Hasan Public School of Hospitality

* 2015:HR manager at Al Rassoul Al Aazam University Institute

Teaching English Language for BT and BP students at Beer Hasan Public School of Hospitality

Coordinator for English Language Department at Al Rassoul Al Aazam University Institute

* 2014: HR manager at Al Rassoul Al Aazam University Institute

Teaching English Language for BT and BP students at Beer Hasan Public School of Hospitality

Coordinator for English Language Department at Al Rassoul Al Aazam University Institute

* 2013: HR manager at Al Rassoul Al Aazam University Institute

Teaching English Language for BT and BP students at Beer Hasan Public School of Hospitality

Coordinator for English Language Department at Al Rassoul Al Aazam University Institute and Al Rassoul Al Aazam Vocational Institute

* 2012:HR manager at Al Rassoul Al Aazam University Institute

Teaching English Language for BT and BP students at Beer Hasan Public School of Hospitality

Coordinator for English Language Department at Al Rassoul Al Aazam University Institute

* 2011:Executive Assistant for the director of Al Rassoul Al Aazam University Institute

Instructor of English Language and Methodology of Teaching for BT and BS Classes at Al Rassoul Al Aazam University Institute

Instructor of English Fine Arts Course and Business Communication Skills and Public Speaking Courses

Instructor of English RemedialCourses , English Composition , English for Academic Purposes , and Advanced English for Academic Purposes at Al Rassoul Al Aazam University Institute

* 2010:Executive Assistant for the director of Al Rassoul Al Aazam University Institute

Instructor of English Language and Methodology of Teaching for BT and BS Classes at Al Rassoul Al Aazam University Institute

Instructor of English Fine Arts Course and Business Communication Skills and Public Speaking Courses

Instructor of English RemedialCourses , English Composition , English for Academic Purposes , and Advanced English for Academic Purposes at Al Rassoul Al Aazam University Institute

* 2009: Instructor of English Language and Methodology of Teaching for BT and BS Classes at Al Rassoul Al Aazam University Institute

Instructor of English Fine Arts Course and Business Communication Skills and Public Speaking Courses

Instructor of English RemedialCourses , English Composition , English for Academic Purposes , and Advanced English for Academic Purposes at Al Rassoul Al Aazam University Institute

* 2008:Instructor of English Language and Methodology of Teaching for BP, BT , and TS Classes at Al Rassoul Al Aazam University Institute

Instructor of English Language for Intermediate Classes-Grade Eight at Imdad Association-Imam Khoumeiny School

* 2007 : Instructor of English Language and Methodology of Teaching for BP, BT , and TS Classes at Al Rassoul Al Aazam University Institute
* 2006: Instructor of English Language for Elementary Classes-Grades Three and Four at Al Mostapha High Schools
* 2005:Instructor of English Language for Intermediate Classes-Grade Eight at Imdad Association-Imam Khoumeiny School
* 2004: Instructor of English Language for Intermediate Classes-Seven at Imdad Association-Imam Khoumeiny School
* 2003: Instructor of English Language for Elementary Classes-Grades three and four at Imdad Association-Imam Khoumeiny School

Tutoring at Martyr’s Association for cycle two and cycle three students

* 2002: Instructor of English Language for Intermediate Classes-Grade Eight at Imdad Association-Imam Khoumeiny School

Tutoring at Martyr’s Association for cycle two and three students

* 2001: Tutoring at Martyr’s Association for cycle two and three students

EDUCATION

* 2015: Diplomain HumanResourcesManagement(IABC – International Academy for Building Capacity).
* 2012: M1 in English Linguistics (Lebanese University-UNESCO)
* 2010: Bachelor in English Language & Literature (Lebanese University-UNESCO)
* 2005: Teaching Diploma (Haigazian University)
* 2001: baccalaureate (Humanities & Literature).

CERTIFICATES

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| --- | --- | --- |
| Certificate | Reference | Date |
| 1-Dyslexia | Dar Al Sadek-Mabarat Association | December 2004 |
| 2-Guided Reading & Shared Writing | Rearden Educational-RTTP | March 2005 |
| 3-Effective Teaching & Evaluation | Haigazian University | August 2005 |
| 4-Classroom Dynamics | Haigazian University | August 2005 |
| 5-Using the Computer for Student Research &Projects | Haigazian University | July 2005 |
| 6-Planning Integrated Units | Haigazian University | August 2005 |
| 7-Wonder Assisstant | Young Urban Professionals-YUP | February 2011 |
| 8-مشاركة في مؤتمر "نحو بناء منظومة وطنية متكاملة لضمان جودة التعليم العالي في لبنان | رابطة جامعات لبنان | March 2011 |
| 9-Quality Concepts & Accreditation in Higher Education | RAU | July 2012 |
| 10-Strategic Planning Process | RAU | September 2012 |
| 11-Situational Leadership Training | SMARTMAN | December 2012 |
| 12-Situational Leadership Workshop | SMARTMAN | December 2012 |
| 13-ISO 9001:2008 QMS Internal Auditor Training Course | RAH | January 2015 |
| 14-Rishat Mokawem I Exhibition | RAU | May 2015 |
| 15-Process Mapping | Canadian Advanced Management & Training Solutions-CAMTS | July 2015 |
| 16-Activeboard Training | Promethean Planet | February 2016 |
| 17-الإعتماد والتقويم الذاتي | إتحاد الجامعات العربية | April 2016 |
| 18-Open House Conference | American University of Beirut AUBMC | May 2016 |
| 19-International Conference on Advanced and Lifelong Training in Applied Health Sciences | LIU | May 2016 |
| 20-Rishat Mokawem II Exhibition | RAU | May 2016 |

LANGUAGES

|  |  |  |  |
| --- | --- | --- | --- |
| Langue | reading | writing | speaking |
| Arabic | excellent | excellent | excellent |
| English | excellent | excellent | Excellent |
| French | Good | fair | Fair |

SOFTWARE AND COMPUTER

* Proficient with MS office
* Power point
* Excels
* Internet research
* Active board User

HIGHLIGHTS OF SKILLS

* Focused team player, dedicated and reliable.
* Experienced in leading teams, strong planning and organizational skills.
* Good communication skills including tact and diplomacy.
* Positive, enthusiastic and highly motivated.
* Exhibitions and ceremonies or conference planning.

**Available upon request**