

Lina Hassid

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Work Experience

Nov 2018 - May 2023

Jesuit Refugee Services (JRS)

Beqaa - Lebanon

Officer in Administration

- Provided strategic direction in the school system, leading to improved student outcomes.
- Developed standardized curricula, assessed teaching methods, monitored student achievement, and encouraged parent involvement.
- Revise policies and procedures.
- Oversaw staff evaluation and facility management.
- Developed safety protocols and emergency response procedures.
- Conducted meetings to ensure efficient school functioning.
- Trained teachers on effective teaching techniques, classroom management strategies, behavior modification, and online teaching.
- Resolved conflicts and negotiated agreements to achieve win-win solutions.
- Managed both online and physical operations.

Oct 2014 – Nov 2018

Najda Now International Org.

Beqaa - Lebanon

Principal of Training Center

- Oversaw administrative functions such as schedule management and protocols for orientation, registration, and related activities.
- Prepared school budget and submitted recommendations to the school board for hiring, capital expenditures, and cost-saving initiatives.
- Modeled expected and appropriate leadership to promote positive interactions between teaching staff, administrative personnel, students, and families.
- Administered all facets of personnel policies and procedures, including conception, modification, and approval of professional staff additions.
- Resolved conflicts and negotiated agreements between parties to reach win-win solutions and clarify misunderstandings.
- Conducted classroom evaluations to assess teacher strategies and effectiveness.
- Built productive relationships with parents of students facing difficult situations at school or at home.
- Interviewed, hired, supervised, and assisted all school employees, providing feedback through positive methods.
- Conducted training sessions for teachers on effective teaching techniques, classroom management strategies, and behavior modification.

Oct 2014 – Nov 2018 **Najda Now International Org.** *Beqaa - Lebanon*

Elementary School Principal

- Recruited, hired, and trained the staff to ensure a qualified and competent team.
- Evaluated staff performance and oversaw the maintenance of facilities to ensure a conducive learning environment.
- Prepared and submitted the center's budgetary requests, demonstrating financial responsibility, and monitored expenditures of funds.

Nov 2014 – July 2017 **Najda Now International Org.** *Beqaa - Lebanon*

Manager of the Psycho-social Department

- Coordinated and provided care that was safe, timely, effective, efficient, equitable, and client-centered within the psycho-social department.
- Handled case assignments, drafted service plans, reviewed case progress, and determined case closure in alignment with departmental objectives.

Oct 2006 – Nov 2014 **Social Welfare Institution** *Beirut - Lebanon*

Principal of the Interior Department

- Planned, organized, and directed the implementation of all school activities within the Social Welfare Institution.
- Established and maintained an effective learning climate in the school to promote a conducive educational environment.
- Established programs and schedules to meet student needs and foster their academic growth.
- Maintained complete school records relating to enrollment, attendance, grading, and student health to ensure accuracy and compliance.
- Established guidelines and fostered positive incentives for student behavior to promote a respectful and conducive learning environment.
- Initiated, designed, and implemented programs to address specific needs within the school.
- Established and maintained favorable relationships with local community groups and individuals to foster understanding, solicit support for school objectives and programs, and resolve student-related concerns.
- Coordinated or supervised support services, such as maintenance, security, food services, and recreational programs, to ensure the smooth functioning of the institution.
- Evaluated teachers in the school to support their professional growth and enhance teaching quality.
- Participated in principals' meetings and other relevant gatherings as required or appropriate.

- Worked collaboratively with other elementary principals, district directors, and members of the central administrative staff on district-wide planning and problem-solving.

Skills

- Risk Management
- Active Listening
- Team Empowerment and Motivation
- Delegation and Task Management
- Change Management
- Excellent Communication (verbal and written)
- Remote Team Leadership
- Computer Literacy

Education

2021-2023	Assiut University	<i>Assiut - Egypt</i>
Currently Pursuing Master of Laws in International Law		
2020-2021	Assiut University	<i>Assiut -Egypt</i>
Degree: Diploma in Law		
2000 - 2004	Lebanese University	<i>Beqaa - Lebanon</i>
Degree: Bachelor of Law		

Training

- Scientific Emotional Art (Module 2)
- Leadership and Communication; through Arts, Module 1
- Self-care (JRS)
- Employee Resilience Program Session (KonTerra)
- Effective Assessment Practices (USJ University)
- Online Teaching Strategies-Session 2 (USJ University)
- Legal Training with UNCHR
- Pedagogical Training (JRS)
- People management skills – CIPD
- Influencing and communication skills for managers
- Returning to Work or Going Out in Public after Lock-down (KonTerra)
- Returning to Work or Going Out in Public after Lock-down (McMaster University and University of California San Diego)
- Leading Strategic Innovation (Deakin University)

- Educational Leadership: Improving Schools through Effective Leadership (Coventry University)
- Leading and Managing People-centered Change (Durham University)
- What is Leadership? (Deakin University)
- Coaching in Education: Addressing the Need for Deep Communication (Norwegian University of Science and Technology)
- Mindfulness for Wellbeing and Peak Performance (Monash University)
- Human Factors in a Healthcare Environment (University of East Anglia)
- Becoming Career Smart (Deakin University)
- Teaching Young Learners Online (British Council)
- COVID-19: Adapting Child Protection Case Management (University of Strathclyde)
- Management and Leadership: Leading a Team (The Open University)

Certifications

- Get Creative with People to Solve Problems, University of Leeds
- Communication and Interpersonal Skills at Work, University of Leeds
- Collaborative Working in a Remote Team, University of Leeds
- Essential Skills for Your Career Development, University of Leeds
- Strategic Planning for Professional Service Firms in the Time of COVID-19, The College of Law
- Improve Your IELTS Speaking Score, Macquarie University
- Overcoming Imposter Syndrome: Identify the Patterns Undermining Your Confidence, University of Southern Queensland
- COVID-19: Psychological First Aid, Public Health England
- Digital Skills: Web Analytics, Accenture
- How to Teach Online: Providing Continuity for Students
- Professional Resilience: Building Skills to Thrive at Work, Deakin University
- Certificate in BSAFE from the United Nations Department of Safety and Security
- Certificate in Arbitration in Intellectual Property from The Arab Academy for Science, Technology, and Maritime Transport
- Certificate in Diplomatic Corps and Consular Representation Skills
- Certificate in Special Education from Haigazian University

Achievements

- Participation in Jusoor's Emergency Education Conference in Beirut: Panel for School Principals
- Trained teachers in the best methods of teaching and working with children
- Worked with refugees in camps, providing support and education
- Designed three programs to measure the education and growth of students
- Prepared three studies to promote healthy child development

- Conducted research for the 6th conference for planning the 10-year progress of the Social Welfare Institution
- Collaborated with a team of 19 in the development of the Interior Department
- Collaborated with a team of 40 in the development of the Social Welfare Institution

Languages

Fluent reading, writing and speaking Arabic and English.