Samira Al-Abed Bachawaty
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sam_F_C@gmail.com

Experienced educator and administrative professional with 20+ years in teaching, childcare, and executive support. Known for creating engaging learning environments, supporting senior leadership, and working fluently in English and Arabic, with basic French. Skilled in Microsoft Office, web design, and educational tools

Professional Experience
Education Sector

- **Beirut Baptist School** – *Head of Department Assistant* 2021 – Present
- **Nazarene Evangelical School** – *STEP Program / Math Teacher* 2020 – 2023
- **Carla's Nursery, Zalka** – *English Teacher* 2018 – 2021
- **Anita's Nursery, Bkenaya** – *English Teacher* 2015 – 2018
- **Babysitting (Montessori)** – *Newborn to 5 Years* 2016 – 2023
- **Providence School, Bourj Hammoud** – *English & Science Teacher (Grades 2–4)* 2009 – 2010
- **Lebanon Evangelical School for Boys & Girls – Loueizeh**-*Kindergarten Teacher (PE & Art)* 2003 – 2007
- ***Executive Secretary to Dr. Steven White & Mrs. Sharon White*** 2001 – 2007
- **Cedar Home Orphanage, Bsalim** – *Housemother* 1989 – 2001

Administrative & Corporate Experience

- **Mattar Group, Beirut** – *Executive Secretary* 2012 – 2015
- **Toyota Lexus City – Hazmieh (A. Manasseh Engineering)** – *Assistant Project Manager* 2007– 2012
- **Private Clinic, Zalka** – *Night Secretary* 2010 – 2012 Doctors: Dr. Andre Azar & Dr. Amer Abdullah
- **Hochar Tower, Ain Mraisseh** – *Assistant Project Manager* 2007 – 2010 Engineers: Sleiman Ghantous & Fadi Yanni
- **Sursok Tower, Achrafieh (N. Manasseh Engineering)** – *Personal Assistant / Assistant Project Manager* 2006 – 2008
  Supervisor: Mr. Nicolas Manasseh & Engineer Fadi Mouawad

Education & Certifications
International College – 2006–2007 **Courses**: Learning through Movement, Discovering Art, Drama in Education, Percussion & Improvisation, Movement to Music
Young Women's Christian Association (YWCA) – 1999–2001 Diploma in Kindergarten Education
Center International Technical – 1998–1999 Ticketing Certification
Lebanese National School – 1996–1997 Senior Education Certificate
Greater Beirut Evangelical School Elementary, Junior, and Senior Education

Key Skills & Qualifications
Skilled in child development, Montessori methods, and classroom management. Strong administrative support experience, including in project-based environments. Team player with event planning experience and a creative approach to arts, music, and physical education.

Languages

- **English**: Fluent (Written, Spoken, Read)
- **Arabic**: Fluent (Written, Spoken, Read)
- **French**: Fair (Written, Spoken, Read)

Technical Skills

- Microsoft Office Suite: Word, Excel, PowerPoint, Outlook, Web Design: Dreamweaver, Internet & Email Tools, Basic AI tools

Leisure Interests

- Basketball, Swimming, Listening to Music

References Available upon request.