Nada Hamdallah Soboh

Beirut – Tarik Al Jadidah, Sabeel Street, Rassem Hemmo Bldg. 3rd Floor
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Nationality: Lebanese | Marital Status: Single

Professional Summary

Dedicated and highly versatile professional with a strong background in education, administration, and office management. Extensive experience in teaching English and Arabic, managing offices, and coordinating educational and corporate activities. Known for organizational skills, cultural adaptability, and effective communication.

Education

- Teaching Diploma in Economics, Al Makassed University, 2022
- Bachelor's in Social Science, Lebanese University, 2020
- English Certificate, American Language Center, 1996
- Computer Certificate, Ultimate Foundation, 1995
- Typing Certificate (Arabic & English), Sidani Institution, 1991
- Baccalaureate II – Philosophy, Al Horj Public School for Girls, 1990

Certifications & Workshops

- Certificate of Achievement: Intensive TOT
- 5 E-learning Models Webinar
- Artificial Intelligence & Emotional Intelligence in Education
- Creative Teaching & Motivation (Neuroscience-based)
- Social and Emotional Learning
- Montessori Activities Training – MTI Academy (15 Hours)
- Magic School AI for Teachers

• Effective Communication with Adolescents – Child Care Association

• Interactive Open Board

Languages

• Arabic: Native – Spoken, Written, and Comprehension: Excellent

• English: Very Good – Spoken, Written, and Comprehension

Computer Skills

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Project, Visio), Windows XP/Millennium/DOS, Autocad, Internet Research & File Management

Interests

Travel, Tennis, Theatre, Technology Exhibitions

Professional Experience

English teacher -Sobhi Alsaleh mixed school –(2025-present)
English Teacher – Ibtihaj Kadoura Mixed School (2024-Present)

- Teaching English for Grade 7 and 8 students.

English Teacher – Omar Fakhoury Mixed School (2024-Present)

- Taught English to Grade 4 Syrian refugee students in afternoon sessions.

Arabic Substitute Teacher – Hariri High School (2022)

- Designed and delivered Arabic lessons.
- Managed classroom environment and tracked student progress.
- Used Google Classroom to prepare and share weekly agendas.

Office Manager – Al Mohit Consulting Engineers (2011–2019)

- Managed office operations, staff supervision, and coordination.
- Handled correspondence, scheduled meetings, and managed records.

- Prepared reports, maintained filing systems, and ensured data security.

English Teacher – Lebanese Universal College (2004–2011)

- Taught English to various grade levels.

IT Support Consultant – Universal – Cirrus ME (2007)

- Supported aviation and IT curriculum.
- Built electronic files critical to operations.

Client Relations Officer – Al Madar Group (Qatar) (2006)

- Managed client communications and business coordination in ISO 9001 system

- **References**
  Mr. Curt Kurshi: +1-281-8141014
  Mr. Mohamad Fawaz: +961 3 767686

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