

Rasha Samer Nouredine

Personal Information

- noureddinerasha@gmail.com
- **Born on 18/03/1997**
- **Single**
- **Lebanese**

Education

2016 – Graduated Aug. 2020 **American University of Beirut** Beirut - Lebanon
Faculty of Arts & Sciences

Psychology (graduated Aug. 2020)

Some of the major courses taken to date: Human Development – Child Abnormal
Psychology - Personality Psychology – ABA Psychology

2015 - 2016 **Lycee Abdel Kader** Beirut - Lebanon
French Baccalauréat II - Math Section

2010 - 2015 **Lycee Verdun MLF** Beirut - Lebanon
Primary and Secondary classes

Certificates

Foundations of Positive Psychology Specialization – Penn University (Coursera):

- Martin E.P. Seligman's Visionary Science
- Applications & Interventions
- Character, Grit and Research Methods
- Resilience Skills
- Specialization Project - Design Your Life for Well-being

Professional Experience

November 2022 – Present

Chedid Capital Holding Beirut - Lebanon

Project-based HR Internship

- Arranging the employee database (hard & soft files), including setting up an excel data base for over 800 employees.
- Following up on missing back up documents and filing them into the system
- Additional tasks as might be required by the HR team.

February 2022 – August 2022

WonderEight

Beirut - Lebanon

Human Potential Officer

- Form preparations, daily follow-up on internal matters, data entry, maintaining vacation records, updating employees' files, coordinate internal trainings, setting up and attending interviews, conducting part of the introductory interview, translation of documents when needed.

October 2021 – January 2022

WonderEight

Beirut - Lebanon

HR Training

- Assisting in form preparations, daily follow-up on internal matters, data entry, maintaining vacation records, updating employees' files.

May - June 2021

WELLBEING Center

Beirut - Lebanon

Internship

- Attended online therapy sessions, mainly in hypnotherapy.
- Recorded my observations for discussion with the Dr. in charge.
- Reviewed related theory and documentation.
- Assisted with some functions around the clinic.

December 2020 – May 2021

GUTMANN Lebanon s.a.l.

Beirut - Lebanon

Admin Assistant

- Assisted in the filing of documents, ordering office supplies, preparing payment vouchers and cheques, maintaining vacation record, updating employees' files, and other admin tasks.

Summer 2019

SKIL'd

Beirut - Lebanon

Shadow teacher for a 5 year old child with autism

Summer 2012, Summer 2013, & Summer 2014

Mini Camp, Coral Beach

Beirut - Lebanon

Summer job – Kids' Coach

Languages

English, French and Arabic

Written, Read and Spoken perfectly

Activities & Hobbies

10 years of Piano at Ecole des Arts Ghassan Yammine

3 years of Guitar at Ecole des Arts Ghassan Yammine

Sports, Movies and Music
