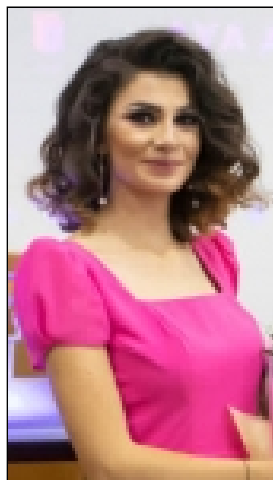


ID 147323



Rakel Garabet Kossan

Gender	Female
Nationality	Syrian
Date of Birth	1996-06-15
Current address:	
Country	Syria
City	Aleppo
Address	St. Ibrahim Khalil 7
Fixed Phone	+963-21-2260078
Mobile Number	+963-937-458909
E-mail Address	Rakelkossan@gmail.com
Marital Status	Single
Driving License	None

Targeted Job

Objectives	To improve my educational and professional skills.
Targeted Job Type	Full time - Project Based - Voluntary - Free Lancer - Part Time
Targeted Job Category	Secretariat - Architecture/Interior design - Administrative - Social Services - Humanitarian/Disasters
Desired Work Location	Aleppo
Availability to join a job	Immediately
Desired Net Salary	Confidential

Experiences

Company Name	Coopi
Start Date	2021-05-02

End Date	Still Working
Job Title	Team Leader
Field of Work	Humanitarian/Disasters
Job Type	Part Time
Work Place	Syria / Aleppo
Net Salary	Confidential
Company Description	COOPI aims to contribute to the process of fighting poverty and developing the communities, intervening in situations of emergency, reconstruction and development, in order to achieve a better balance between developed areas and deprived or developing areas.
Responsibilities	<ul style="list-style-type: none">- Team organization.- Make the necessary arrangements before the field visits and follow-up and monitoring the workflow.- Writing plans and reports.- Coordination with the rest of the teams within the center And networking with community centers.- Follow up.- Organizing the administrative work of the team and attending meetings- Monitor cases and refer them to the rest of the center's services.- Sharing experiences with the team.- providing psychological support sessions with continuous follow-up and activities appropriate for their age- referring the elderly to specialized case managers if necessary.- Care for the elderly- Health services insurance- Providing social, recreational and psychological services- Home visits- Activities for elderly- Medical Transport
Benefits	Experience in dealing with, monitoring and supporting the elderly.

Company Name	Green Power
Start Date	2021-05-08
End Date	2021-07-15
Job Title	office management
Field of Work	Secretariat
Job Type	Part Time
Work Place	Syria / Aleppo

Net Salary

Confidential

Company Description

solar energy company

Responsibilities

- Organizing tasks and monitoring workflow
- Traveling for exhibitions and administrative meetings
- Follow up
- writing plans and ensure that the team adheres to the plan.

Benefits

take responsibility
Experience in administrative work
Experience in business management

Company Name

COOPI Cooperazione internazionale

Start Date

2019-07-21

End Date

2021-05-02

Job Title

Volunteer

Field of Work

Humanitarian/Disasters

Job Type

Part Time

Work Place

Syria / Aleppo

Net Salary

Confidential

Company Description

COOPI aims to contribute to the process of fighting poverty and developing the communities, intervening in situations of emergency, reconstruction and development, in order to achieve a better balance between developed areas and deprived or developing areas.

Responsibilities

- providing psychological support sessions with continuous follow-up and activities appropriate for their age
- referring the elderly to specialized case managers if necessary.
- Care for the elderly
- Health services insurance
- Providing social, recreational and psychological services
- Home visits
- Activities for elderly
- Medical Transport
- Data entry and writing reports
- Dance training for children for a 16-day campaign to combat gender-based violence in the field of work
- Supervision in educational program

Benefits

Experience in dealing with, monitoring and supporting the elderly

Company Name	private job
Start Date	2019-05-02
End Date	2021-04-24
Job Title	Drawing Teacher
Field of Work	Education/Training
Job Type	Training
Work Place	Syria / Aleppo
Net Salary	Confidential
Company Description	private job
Responsibilities	Teaching the basics of drawing

Company Name	private job
Start Date	2016-09-18
End Date	2020-03-14
Job Title	Teacher
Field of Work	Education/Training
Job Type	Full time
Work Place	Syria / Aleppo
Net Salary	Confidential
Company Description	Private Job
Responsibilities	Teaching children all their subjects

Company Name	Dr. Hazem Khoury Clinic
Start Date	2016-06-12
End Date	2019-08-30
Job Title	Receptionist
Field of Work	Secretariat
Job Type	Part Time
Work Place	Syria / Aleppo
Net Salary	Confidential
Company Description	A private clinic for Dr. Hazem Khoury
Responsibilities	Working as secretaries in the clinic, organizing times and papers for patients, in addition to organizing patient

appointments and working on their comfort
Receive persons of concern and direct them

Company Name	engineering office
Start Date	2019-01-05
End Date	2019-07-20
Job Title	administrative supervisor
Field of Work	Architecture/Interior design
Job Type	Part Time
Work Place	Syria / Aleppo
Net Salary	Confidential
Company Description	Private company
Responsibilities	Supervising a group of architects, civil engineers and interior designers

Company Name	Private Al-Kalimah School
Start Date	2019-03-03
End Date	2019-05-09
Job Title	English teacher
Field of Work	Education/Training
Job Type	Temporary
Work Place	Syria / Aleppo
Net Salary	Confidential
Company Description	An educational institution that has many branches and departments I worked in the new Shahba department
Responsibilities	Children teach English as an alternative teacher First childhood - second childhood - third childhood This is because I have experience in dealing with children and teaching
Benefits	Increased experience in teaching and dealing with children

Company Name	Dr.George Khayat
Start Date	2017-06-12
End Date	2019-02-28

Job Title	Receptionist
Field of Work	Secretariat
Job Type	Part Time
Work Place	Syria / Aleppo
Net Salary	Confidential
Company Description	Privet Clinic For Dr.George Khayat
Responsibilities	answer incoming calls, transfer calls to the doctor Receive persons of concern and direct them Work to ensure comfort for the patient Make decisions when necessary Organize the role and record patient data

Company Name	Reconstruction campaign
Start Date	2018-07-15
End Date	2018-09-23
Job Title	Volunteer
Field of Work	Humanitarian/Disasters
Job Type	Voluntary
Work Place	Syria / Aleppo
Net Salary	Confidential
Company Description	Humanitarian volunteering that seeks to rebuild Syria in several activities
Responsibilities	Work as a volunteer supervisor in the field of reconstruction and re-painting in addition to agriculture and rubble cleaning in Old Aleppo

Company Name	GOPA-DERD
Start Date	2018-06-18
End Date	2018-08-30
Job Title	Teacher
Field of Work	Education/Training
Job Type	Summer Time
Work Place	Syria / Aleppo
Net Salary	Confidential
Company Description	The Department of Ecumenical Relations and Development (DERD)

Responsibilities

A school and supervisor in teaching drawing, color science and handicrafts through my experiences and skills in drawing and teaching children

Company Name

Bani Taleb Private School

Start Date

2018-06-11

End Date

2018-08-23

Job Title

Drawing teacher

Field of Work

Education/Training

Job Type

Summer Time

Work Place

Syria / Aleppo

Net Salary

Confidential

Company Description

A summer school that has many fields and is a voluntary work
And I worked in the drawing department

Responsibilities

A volunteer in educating 9-year-old children drawing through my experience and skills in dealing with children and teaching them in appropriate and simplified methods

Company Name

Fraternity Mar Afram

Start Date

2016-04-16

End Date

2017-06-10

Job Title

Volunteer

Field of Work

Social Services

Job Type

Full time

Work Place

Syria / Aleppo

Net Salary

Confidential

Company Description

Fraternity of the Orthodox Syriac Church
It is a voluntary work that seeks to educate and entertain children in effective and studied ways

Responsibilities

I work as a volunteer supervisor in education and entertainment for children from 13 to 15 years old through my experiences and skills in dealing with children

Company Name

Brotherhood of Jesus Child

Start Date

2014-06-14

End Date	2017-02-04
Job Title	Volunteer
Field of Work	Social Services
Job Type	Full time
Work Place	Syria / Aleppo
Net Salary	Confidential
Company Description	Fraternity of the Syriac Orthodox Church It works to educate children and entertain children in studied ways
Responsibilities	I work as a volunteer supervisor in education and entertainment for children from 6 to 12 years old through my experience and skills in dealing with children in a way that suits the child
Benefits	Increase my experience in dealing with children in terms of education and entertainment

Company Name	private job
Start Date	2015-09-21
End Date	2016-05-26
Job Title	Teacher
Field of Work	Education/Training
Job Type	Part Time
Work Place	Syria / Aleppo
Net Salary	Confidential
Company Description	Private Job
Responsibilities	Private teacher for 12-year-old, all subjects
Benefits	An increase in experience in teaching and dealing with children

References

Reference Name	Company	Job Title	Contact Info
Ms. Asmaa Babeli	COOPI	Center Coordinator	

sc.coord.salheen@coopi.org
+963-969-330034

Ms. Riham Dado

COOPI

PSS Coordinator

mhpss.coordinator.aleppo@coopi.c
+963-969-330032

Education

Degree Name Faculty of Fine and Applied Arts
Graduation Year 2020
Educational Institution Faculty of Fine and Applied Arts - University of Aleppo
Degree Bachelor/ License Degree
Location Aleppo
Major Internal architecture

Degree Name Baccalaureate
Graduation Year 2016
Educational Institution Ministry of Education
Degree Baccalaureate
Location Aleppo
Major General high school diploma

Skills

Skill Name	Level	Years of Experience	Last used	Description
photoshop	Advanced	2	Still using	Work on the program and master it
Autocad	Advanced	5	Still using	AutoCad
3D Max	Advanced	4	Still using	3DSMax
Sketchup	Advanced	2	Still using	.
Dancing	Advanced	3	Still using	Dancing with the Infinity Theater Dance Ensemble and performing

several shows, including our Heart Festival in Aleppo 1 and 2. The theatrical show (sorry syria) at the Opera House theater in Damascus. Opening of the first International Aleppo Exhibition, Aleppo Originality Festival at the Citadel of Aleppo Theater, Endorfin Show at the Dar El Tarbeya Cultural Theater In addition to doing small activities

Microsoft Office (Word, Excel, PowerPoint)	Advanced	12	Still using	
Acting	Intermediate	3	Still using	Working with the theater group Teatro and performing several shows, including our Heart Festival in Aleppo 1 and 2. The theater show (Sorry Syria) at the Opera House theater in Damascus
Basketball	Intermediate	8	2015	Former member of the Yarmouk Sports Club Junior Team and getting a medal with the Hoda Shaarawi School for Girls team

Languages

Mother Tongue

Arabic

Foreign Languages

Language	Reading	Speaking	Writing
English	Excellent	Excellent	Excellent
French	Poor	Poor	Poor
Armenian	Poor	Excellent	Poor

Attended Courses

Course Name	The debate
End Date	2016
Institute	The Syria Trust for Development
Certified	Yes

Location Aleppo

Course Name Self Knowledge certificate

End Date 2018

Institute Tawk Center

Certified Yes

Location Damascus

Course Field PSS

Course Name Theater training

End Date 2018

Institute The Syria Trust for Development

Certified No

Location Aleppo

Course Name Youth initiatives

End Date 2019

Institute COOPI

Certified No

Location Aleppo

Course Name HBCT

End Date 2019

Institute UNHCR

Certified No

Location Aleppo

Course Field HBCT

Description The basics of HBCT for the elderly

Course Name The Science Of Success

End Date	2020
Institute	University of Michigan
Certified	Yes
Location	Aleppo
Course Field	Leadership - Management
Description	Online course

Course Name	Skills with dealing with the child
End Date	2020
Institute	COOPI
Certified	No
Location	Aleppo
Description	basic of child protection (WORKSHOP)

Course Name	Advanced facilitation skills
End Date	2020
Institute	COOPI
Certified	No
Location	Aleppo
Description	(WORKSHOP)

Course Name	Plan a successful activity
End Date	2020
Institute	COOPI
Certified	No
Location	Aleppo
Description	(WORKSHOP)

Course Name	Communication skills
End Date	2020
Institute	COOPI

Certified No
Location Aleppo
Description (WORKSHOP)

Course Name CP Basics
End Date 2020
Institute COOPI
Certified No
Location Aleppo
Description (WORKSHOP)

Course Name SGBV Basics
End Date 2020
Institute COOPI
Certified No
Location Aleppo
Description (WORKSHOP)

Course Name PSS Basics
End Date 2020
Institute COOPI
Certified No
Location Aleppo
Description (WORKSHOP)

Course Name Managing the Company of the Future
End Date 2020
Institute University of London
Certified Yes
Location Aleppo
Course Field Leadership - Management

Description

The aim of the course is to provide you with a comprehensive framework for understanding both the traditional principles of management inside companies today as well as the alternative principles that are becoming increasingly important. It provides both theoretical and practical perspectives on the nature of management in today's organisations.

Course Name

AutoCad

End Date

2020

Institute

AutoDisk

Certified

Yes

Location

Aleppo

Course Name

First Aid

End Date

2021

Institute

Red Crescent

Certified

No

Location

Aleppo

Course Name

PFA Training

End Date

2022

Institute

COOPI

Certified

Yes

Location

Aleppo

Course Field

PSS

Course Name

Psychological Conscious Heart

End Date

2022

Institute

Maristes Alep

Certified

Yes

Location

Aleppo

Course Field

PSS

Description

The stage of adulthood in the psycho-emotional development with the increasing human being to build balanced relationships with others.

Relationships between external relations and their interface, and the interfaces of relationships and relationships and relationships and relationships and relationships at times different.