



# SABINE TABBAH

Granite Bldg, Block A, 1<sup>st</sup> Floor  
 Zone Blue A, Tal el Srou  
 Naccash, Lebanon  
[sabinetabbah@hotmail.com](mailto:sabinetabbah@hotmail.com)  
 +961.76.639824

I am a motivated and perseverant person looking for a challenging job in which I will be able to apply my knowledge and develop my skills.



## B.A. in English Language and Literature

Oct 2010  
Jun 2013  
Lebanese University, Faculty of Letters, Fanar

## English Literature and Education

May 2004  
2006  
American University of Technology, Halat

## Freshman Suny

Sep 2003  
Jun 2004  
American University of Technology, Halat



## Tutor

Oct 2018  
Jan 2019  
**e+ Learning Center, Lebanon**

Teaching students ages 8 -18 years old after school agenda. Subjects: English, Science, Arabic and Social Studies

## Freelance

May 2012  
Till present

Lebanon  
Copywriter, Content Writer

## Volunteer

Feb 2018  
Mar 2018

**Sesobel, Lebanon**  
Teacher's aid with Autistic students, children with Down syndrom & with strong visual learning modalities

## English & Sciences Teacher

Aug 2015  
Mar 2016

**Jesuit Refugee Service, Lebanon**  
Multilevel classes with refugee students, ages 5 to 17

## Creative Copywriter & Editor

Mar 2015  
Jun 2015

**J&K Advsertising Agency, Lebanon**

## Part Timer (Promoter, Data Entry)

2013  
2014

**Monster Energy Drink, Fattal, Lebanon**

## Accounting

Aug 2010  
Aug 2012

**Arc en Ciel, Lebanon**  
Payroll, debit/credit of customer accounts, handling organization's cash, receivables and payables.

## Teacher of English as a foreign language

Sep 2009  
Jul 2010

**St.Vincent & St.Louis School, Azarieh, Ajaltoun, Lebanon**  
Kindergarten (Nursery, KG1 & KG2)  
Elementary (First and second grade)

## Cafeteria Management

Sep 2008  
Aug 2009

**Arc en Ciel, Lebanon**  
Managing stock, purchase, sales, employees and providing staff with monthly seminars and workshops.

## Internship

Jun 2008  
Aug 2008

**Arc en Ciel, Lebanon**  
I was assigned to the Sales Department. I toured on the different workshops to gain the maximum experience and helped by applying the skills and knowledge I have obtained.

## Purchasing Department

Aug 2005  
Oct 2006

**Operators/MSP Property Management and Control s.a.l., Sodeco Square**



Jun 2006  
Aug 2006

### Creation of data and data entry

**Beirut Container Terminal Consortium s.a.l.**, Carantina

I was assigned to create items and set up their details in a newly installed program, "Maximo 2.0". Moreover, I was responsible for organizing the cranes' categories to enable an easier inventory procedure.

Jan 2016

### Effective Teaching Course, Part II

I have attended a five day course of intensive learning about everything that has to do with teaching refugee and abused children, starting from dealing with the students themselves to managing a classroom.

Sep-Nov 2012

### White Wall Workshop

I participated in a sculpting, calligraphy and street art workshop with a number of artists coming from France, Spain, Germany, Chile, and the USA.

Feb-Mar 2010

### Designing Assessment Activities

Dr. Elie Ghazal, Bureau Pedagogique, Beirut, Lebanon

Nov 2009

### Strands, Standards, Benchmarks & Specific Objectives

Ms. Rena Antar, Bureau Pedagogique, Beirut, Lebanon

Nov 2009

### Objectives and Lesson Planning

Dr. Elie Ghazal, Bureau Pedagogique, Beirut, Lebanon

Apr 2008

### Sensitization on the issue of drugs and drug abuse

I participated in a seminar on the issue of drugs and drug abuse. It is conducted by Oum el Nour organization which is a leader in drug prevention and rehabilitation in the region.

Feb-Jun 2008

### Theater Workshop

I was part of a theater workshop with a professor from the Lebanese University. This experience helped me develop my people and communication skills as well as team building.

Mar-May 2008

### Writing Workshop

I participated in a writing workshop which helped me further develop my talent. It was very important for me since I aim to write an autobiography someday.



Microsoft word  
Microsoft excel  
Microsoft Powerpoint  
Maximo  
SAP Business One  
Internet skills *i.e. research*



**Arabic**  
**French**  
**English**

Native language  
Basic  
Speak fluently and read/write with high proficiency



Available upon request