

MARYBELLE CHERFAN

LANGUAGES

- ARABIC (NATIVE)
- FRENCH (NATIVE)
- ENGLISH (FLUENT - 110/120 TOEFL)
- GERMAN (A2)
- ITALIAN (A1)

CERTIFICATIONS

- CSIRT / IT GOVERNANCE
- SOCIAL MEDIA MANAGEMENT
- MICROSOFT OFFICE SPECIALIST IN WORD, POWERPOINT, ACCESS, AND EXCEL.
- CYBERSECURITY AWARENESS
- INTER-DISCIPLINARY TRAINING OF TRAINERS AND DELIVERY OF TRAINING SESSIONS ON MANAGING MIGRATION (PROTECTION OF VULNERABLE MIGRANTS)

EDUCATION

MASTER IN HUMAN RIGHTS & CONFLICT MANAGEMENT

Scuola Superiore Sant'Anna in Pisa - Italy
Anticipated completion in 30 May 2020

- International Law, Conflict Studies, Disaster Law, Human Rights Field Operations, Peace Keeping Operations, International Project Development, Accounting for Missing Migrants, and First Aid

MASTER IN DIGITAL ECONOMY & WEB SCIENCE

SAINT JOSEPH UNIVERSITY in Lebanon
14 SEP 2015 - 25 JULY 2017
GPA: 3.91 | Valedictorian

- Network Economy, International Finance, Web Business Models, Digital Law, E-government, and Open Data

BACHELOR IN ECONOMIC & SOCIAL ADMINISTRATION

MONTPELLIER 1 in France
20 SEP 2011 - 8 JULY 2014

- Macroeconomy, Civil Law, Marketing, Accounting, Statistics, Management, Human Resources, and Industrial Economy

EXPERIENCE

ARABIC TUTOR IN MEPA (UNITAR & SSA)

SCUOLA SANT'ANNA | 1 JULY 2020 - PRESENT

MASTER IN ELECTORAL POLICY & ADMINISTRATION

- Managing the Arabic content on multiple platforms namely on Moodle, Rise 360 & Storyline 360, in cooperation with UNITAR
- Assessing students' assignments and providing constructive feedback

TRAINER AND COMMUNICATION MANAGER

EDUMIGRANT | 1 MAY 2020 - 1 AUG 2020

- Designed a cross-platform communication strategy
- Trained refugees online in languages and computer courses

TRAINER

GENERAL SECURITY | 2 JAN 2015 - 14 JAN 2020

GOVERNMENTAL AGENCY IN CHARGE OF RESIDENCY SERVICES, FOREIGNER AFFAIRS, BORDER MANAGEMENT & COUNTER-TERRORISM

- Designed a customized context-contingent learning module on Human rights, border management and gender studies
- Trained a series of diverse governmental agencies and military institutions in the areas of Human rights, border management and gender studies (in Arabic, French & English)
- Provided hands-on trainings and tutorials in the use of Excel, Word, Powerpoint, Outlook, Access and Social media marketing to military and paramilitary personnel and executive officers
- Designed and Implemented an online Module of the above-mentioned courses via Moodle
- Designed a cross-platform communication strategy and translated the Arabic website content to French and English

LECTURER IN STATISTICS ON EXCEL

SAINT JOSEPH UNIVERSITY | 20 MAY 2019 - 5 JAN 2020

HIGHER INSTITUTE FOR INSURANCE SCIENCES IN LEBANON

- Developed a customized module for statistics on excel in cooperation with the professor of Marketing Research
- Planned and Implemented lessons and assignments

DATA ENTRY ANALYST

KEEWARD | 10 MAY 2017 - 1 OCT 2018

DIGITAL MARKETING COMPANY IN LEBANON / FRANCE

- Uploaded content manually and automatically on Wordpress
- Filtered data, and identified trends or patterns in complex data sets

ACADEMIC TUTOR

TUTORING CENTER | 1 JAN 2015 - 25 SEP 2019

LESSONS IN ECONOMY, SOCIOLOGY, FRENCH & ENGLISH, IN LEBANON

- Implemented learning modules adequate to the educational needs and competences of the students including those with learning disabilities

TRAININGS

TRAINING OF TRAINERS IN BORDER MANAGEMENT AND HUMAN RIGHTS

International Centre for Migration Policy Development

Swiss support to integrated Border Management in Lebanon
Jan 2019 - Jan 2020

- Raising awareness on the concept of gender equality
- Promoting Lebanese security agencies' awareness of and reactivity to trafficking in human beings (THB)
- Addressing the needs of migrants in vulnerable situations and potential victims of THB