**Bekka Chreif**

Beirut, Lebanon

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 Born in 1 may 1990

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**Key Qualifications**

 I have been working in the Humanitarian field from 2015-2018 as an Aid worker in Education, Technology and Human resources. I have excellent oral and written English and Arabic skills. . I have a desire to grow and learn in one of the most interesting and complex crisis of our times.

 I have the ability to:

 Work closely with a diverse team of individuals in a highly intense and fluid work and security environment , I have no problem in asking colleagues for help as well as stepping out of my role to assist others.

 Travel regularly and Work in insecure environments.

 work out methods to deliver successful programs

. I am superior in interpersonal planning, negotiation.

 interact effectively with international and national personnel both in a managerial as well as training capacity and demonstrate ability to multi task,meet deadlines and process information in support of changing program activities.

Face challenges with a smile and light heartedness.

**Work Experience:**

**August 2016/2015: counselor/arbitrator for international disputes.**

**International organization of arbitration (international Arab league)**

* Representing Lebanon at the conference of the Arab League as a diplomatic advisor for international conflict in arbitration
* Providing legal counseling for the executive manager of the conference

**My name is included in the Organisation’s arbitrators lists (ID NO:3294213).**

**April 2015**

**Lebanese Organization of Studies and Training, Baalback, Lebanon**

**Position: Project Manager Assistant**

* Scheduled interviews with field officers, trainers and colleagues;
* Clarified criteria of participation in the project;
* Identified job description of field officers and trainers;
* Monitored and evaluated field officers’ and trainers’ work during sessions;
* Shared information with the donor.
* Prepare tracking sheets and submit them to the Canadian Embassy;
* Collect all information post-interviews and ensure the data is stored in a confidential manner;
* Respond to queries by refugees on a wide range of topics, including: steps in the interview process and beyond, what to bring to an interview, how to reach the office;
* Take passport photos of refugees and ensure transportation reimbursement.

**May 2009**

**Lebanese Organization for Studies and Training, Baalbek, Lebanon**

**Position: Contractor, Administration Support**

* Worked on various support tasks such as Program coordination;
* Executed technological issues and organized general administrative issues.
* Worked closely with the Information Counseling and Legal Assistance (ICLA) team to provide beneficiaries with quality information and counseling on available services provided by other NGOs;
* Assisted with providing information to the ICLA services as outreach throughout the Bekaa region.
* Arranged a focus group discussion with a group of Syrian refugees living in informal tented settlements to know more about the infrastructure of the camp, the safety condition and to detect protection cases;
* Visited other NGOs, Lebanese authorities and Lebanese communities to make service mapping in order to provide refugees with the right information of services.

**Education:**

**Lebanese university**

Master, Masters in general law and judicial careers(Lebanese university) 2013/2014.