

Nermin Naboulsi

Date of Birth: August 6, 1983

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Portfolio: [Click to View Portfolio](#)

WORK EXPERIENCE

Digital Content Developer (Digital ICT&CS Project)

Smart Education (Freelancer - Remotely - Dubai)

March 2024 – Till Now

- Collaborated with cross-functional teams, including curriculum developers, instructional designers, and product development to create a cohesive and engaging digital learning experience.
- Conducted thorough technical reviews of interactive digital content to ensure accuracy, functionality, and educational value.
- Evaluated and tested interactivity features, ensuring they align with educational goals and are user-friendly.
- Performed live and dead checks against PDF materials to verify content integrity and alignment.
- Updated and confirmed the implementation of all requested interactivity features.
- Developed and maintained digital interactivity instruction trackers/sheets.
- Identified and documented specific interactivity instructions for each page of content.
- Collaborated with content creators and instructional designers to enhance the interactivity and educational impact of digital materials.
- Provided feedback and suggestions for content improvement from a technical perspective.

Instructional Designer

Kamkalima (Consultancy - Hybrid - Lebanon)

February 2024 – Till Now

- Conducted webinars on various instructional design subjects for over 200 educators across the Arabic-speaking world.
- Created instructional videos using Vyond, tailored for Kamkalima's YouTube channel to enhance educational content delivery.

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- **Content Design:** Collaborated with subject matter experts (like Aanab and Adek) to design engaging and interactive educational content in Arabic using Storyline 360 aligned with curriculum standards and learning objectives.
- **Instructional Strategies:** Developed innovative instructional strategies and methodologies to enhance learning outcomes and promote student engagement.
- **Technology Integration:** Utilized educational technology tools and platforms to enhance the delivery and effectiveness of instructional content, ensuring accessibility and usability for diverse learners.
- **Quality Assurance:** Conducted thorough reviews and evaluations of instructional materials to ensure accuracy, effectiveness, and alignment with educational standards and best practices.
- **Continuous Improvement:** Stayed abreast of emerging trends, best practices, and advancements in instructional design and education technology, and incorporate them into instructional strategies and materials.
- **Collaboration:** Collaborated effectively with cross-functional teams, including content developers, graphic designers, and software engineers, to ensure seamless integration of instructional content into KamKalima's digital learning ecosystem.
- **Feedback Integration:** Gather feedback from educators, students, and stakeholders to continuously improve and refine instructional materials and strategies.

Program Manager (Short-Term Project)

Etad Digital Company for technical support (Full time – Remotely - Riyadh)

January 2024 – February 2024

- Spearheaded a short-term project aimed at obtaining licenses for digital platforms for Maleen Training Center.
- Remotely managed and coordinated all aspects of the project from Riyadh.
- Collaborated with stakeholders to understand and fulfill requirements for updating the platform.
- Updated the digital platform with Maleen Training Center's e-courses, ensuring alignment with their curriculum and educational objectives, Translating their content from English to Arabic.
- Implemented necessary updates and modifications to the platform, including adding footers, contact information, and other essential elements.
- Communicated regularly with project team members and stakeholders to provide updates on progress and address any issues or concerns.

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- Delivered comprehensive reports and presentations to management to demonstrate project achievements and outcomes.

Instructional Designer/Content Writer and Program Coordinator

Marefa Digital (Full time – Remotely - Dubai)

May 2023 – January 2024

- Developed and implemented instructional strategies to enhance learning experiences.
- Collaborated with stakeholders to determine training content and objectives.
- Created engaging e-courses, assessments, and interactive activities.
- Aligned materials with industry standards using multimedia for a dynamic learning experience.
- Evaluated and improved instructional materials, ensuring relevance and effectiveness.
- Collaborated with technology teams for effective content delivery.
- Developed engaging educational games using Articulate and Rise 360 to enhance learning experiences. [View Portfolio](#)
- Translated instructional materials and content between English and Arabic for seamless bilingual delivery.
- Developed content for various programs, including Talent Nurture, Innovation Explorer, and Employee Performance Management Workshop for Abu Dhabi Government School, Dubai Police and many others.
- Prepared presentations, handouts, and facilitator notes.
- Researched all content and objectives and designed pre and post quizzes for workshops.

CBT Curriculum Developer (Short-Term Project / Consultancy)

Short-term Expert, QuA-VET Project – GIZ

May 2022 – August 2022

- Revised Occupational, Qualification, and Assessment standards.
- Developed new assessments and applicable materials.
- Identified learning objectives and evaluative strategies.
- Created training standards for a safe work environment.

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E-learning Lessons Developer (Short-Term Project / Consultancy)

TVET E-learning Lessons Developer, VTE4ALL Project – GIZ

February 2022 – May 2022

- Designed curriculum and lesson outlines. [View Portfolio](#)
- Developed DLL and quizzes using Articulate 360: Rise 360.
- Reviewed and translated DLL in Articulate 360.

Trainer & Facilitator *From 2018 Till now*

Elite Cultural Center / British Cultural Center / Mawlawi Cultural Center

- Designed and delivered impactful workshops on speaking skills, fostering effective communication.
- Implemented engaging training programs on multiple intelligences, catering to diverse learning styles.
- Conducted comprehensive career counseling sessions, guiding individuals in aligning goals with strengths.
- Developed and delivered interactive workshop modules, ensuring participant engagement.
- Facilitated training sessions with diverse teaching methods for optimal learning outcomes.

TEACHING EXPERIENCE *From 2011 Till 2022*

English Instructor | Uspeak, (NGO - Remote) | December 2021 – May 2023

- Taught enhanced English to adult women, promoting community engagement.
- Implemented prevention programming through interactive online teaching methods.

English Instructor | Uspeak, Lebanon (NGO - Remote) | July 2021 – February 2022

- Managed and taught adult women entrepreneurship English.
- Addressed specific needs of adult women learning English.

**English Professor and Coordinator | Lebanese French University (ULF), Tripoli Campus
| October 2018 – July 2021**

- Created and implemented business English courses.
- Developed programs to increase student interest in higher learning.

English Teacher | Official Technical School of Ebbe | January 2011 – July 2022

- Managed and taught Business English for various classes.
- Provided mentorship opportunities for students.

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English Teacher | AUC, Tripoli, North Lebanon | January 2017 – April 2018

- Managed and taught Business English for various classes.

English Teacher (Full Time) | Rooa Educational School | September 2015 – May 2016

- Managed and taught English as a second language for Grade 4, 5, and 6.

English Teacher for Syrian Refugees | “Fadile” High School | January 2015 – June 2015

- Managed and taught English for Grade 5 for Syrian refugees.

English Teacher | Jinan Educational Establishments | September 2014 – June 2015

- Taught English as a second language for Grade 10 and 11.

English Teacher (Full Time) | Lycée Libanaise | October 2013 – June 2014

- Managed and taught English as a first and second language.

OCCUPATIONAL HEALTH AND SAFETY MANAGER (Full Time)

Albert Haykel Hospital, Barsa El-Koura *January 2006 – November 2013*

- Ensured compliance with safety regulations through successful implementation of safety programs.
- Directed the design and production of communication materials, including brochures and banners, enhancing the dissemination of crucial safety policies.
- Led investigations into workplace incidents, accidents, or near-misses, ensuring timely and accurate reporting to stakeholders and implementing corrective actions.
- Developed and conducted regular staff training sessions, cultivating a safety-conscious culture, and overseeing training for a diverse workforce of over 60 individuals.
- Managed budgets covering all aspects of Health and Safety projects, collecting, and organizing papers related to budgets monthly and efficiently managed resources, including budget oversight for safety-related programs, and ensured the availability of necessary tools and equipment.
- Conducted comprehensive risk assessments, identifying, and proactively mitigating potential hazards to enhance overall safety.
- Collaborated with various departments and external stakeholders to ensure a cohesive approach to safety measures.

EDUCATION

Doctorate of Education (Ed.D)

Fall 2024 – Till Now - UCAM (Catholic University of Murcia) UNIVERSITY, SPAIN.

Master in Curriculum and Methods of Teaching (Ed. M)

Fall 2014 – Spring 2017 -“Jinan” University, Abi Samra, North Lebanon

Teaching Diploma in English Literature (TD)

September 2006 – November 2009 -“Lebanese” University, Ebbah, North Lebanon

Bachelor of Socio-Economics

October 2002 - September 2003 -“Ghouraba” High School, Tripoli – Lebanon

DEL F (Diplôme d'études langue Francaise)

May 2002 - May 2003 French Culture Center, Tripoli – Lebanon Brevet Diploma October 1998 - October 1999 “Sainte Famille Maronites” High School

TRAININGS AND WORKSHOPS I ATTENDED AND COMPLETED

Instructional Design Principles For Course Creation	May 1 – May 15, 2023
Training of CBT Module Curriculum Developers	March 14 – April 8, 2022
Training of Trainers (ToT) Designing and Developing e-Learning Lessons	Feb 15 – Feb28, 2022
Confronting Gender Based Violence (Coursera)	Fall 2022 Johns Hopkins University
Budgeting and Scheduling Projects (Coursera)	Summer 2022 University of California, Irvine
Fundamentals of Project Planning and Management (Coursera)	Summer 2022
English as a Medium of Instruction (EMI)	Fall 2021 Ohio University, Athens OH45701
A professional workshop entitled “Creative writing”	June 30, 2017
A workshop entitled “Critical thinking and emotional intelligence”	April 30, 2017
A professional neurolinguistics workshop	December 19, 2014
A workshop entitled “Building character in the classroom”	August 29, 2014
A workshop entitled “Teaching writing out of the box”	May 23, 2014
OHSAS 18001 Lead Auditor	Feb27- March2, 2012
“Radiation protection in Medical Applications – Basic Principles”	June 5, 2012 :LAEC
AutoCAD - 2D & 3D Architecture Drawing	November 2, 2012
OHSAS 18001 – Essentials	July 20, 2010
“Making use of your data-Interpretation and analysis”	December 02, 2009
A Seminar on “Outstanding office management communication”	April 10, 2008

PROJECTS AND ACHIEVEMENTS

PUBLICATIONS

Created “Business English,” a series of 5 English books addressing the needs of various learners in different specializations. Used in private and public technical schools. [View Portfolio](#)

LANGUAGES

- Arabic: C2
- French: C2
- English: C2

TECHNICAL SKILLS

- Excel, Word, PowerPoint, Illustrator.
- Adobe Illustrator CS5, Photoshop, AutoCAD 2D and 3D.
- Articulate Storyline, Rise 360, ISpring Suite and Canva.
- Adobe Audition / Recording editing Kit and Adobe After effect, Vyond.
- Trello, Slack, Smartsheet, Google sheets, Microsoft Outlook, Microsoft Teams, Google workplace.

PROFESSIONAL SKILLS

- Excellent time management skills.
- Strong project/program management and organizational skills.
- Excellent presentation and communication skills.
- Proficient in Articulate Storyline, Rise 360, interactive games creation, and content writing.
- Proficient in translation between Arabic, English and French.

REFERENCES

- Khaled ALTURKI (CEO at Marefa Digital) – 971505510335 -- khaled.alturki@marefadigital.com
- Mrs. Elena khartchenko (Senior Consultant- GIZ) – 961393459333737 -- elena.khartchenko@giz.de
- Mrs. Nisrine Makouk (CEO at Kamkalima) – 9613672057--- nisrine@kamkalima.com