

Najib Badawi

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Summary

Experienced and adaptable managerial professional with a strong background leading operations in educational institutions, NGO programs, and community organizations. Proven ability to manage teams, coordinate complex projects, and streamline administrative processes to ensure smooth and effective service delivery. Skilled in supervising staff, overseeing day-to-day operations, resolving conflicts, and implementing policies that support organizational goals. Demonstrated success in stakeholder engagement, event coordination, resource management, and reporting. Committed to fostering collaborative environments and driving continuous improvement across diverse working settings.

Experience

Section Head – 04/2023 to 07/2025

School of Choueifat, Sharjah, UAE

- Effectively managed exam hall operations, ensuring a smooth and efficient exam process. Supervised classrooms to maintain discipline, monitor student progress, and ensure adherence to educational standards.
- Fostered strong, proactive communication with parents regarding student progress, concerns, and school updates. Utilized various channels (emails, calls, meetings) to maintain positive relationships and support student development.
- Coordinated and supervised extracurricular activities and field trips, ensuring safety protocols were followed, logistics were organized, and students had a valuable learning experience outside the classroom.
- Actively participated in and contributed to staff meetings and training sessions, staying informed about the latest educational trends, policies, and school initiatives to improve team performance and student outcomes.
- Collaborated with school leadership to implement school policies and procedures, ensuring staff adherence and consistent communication with students and parents to maintain an efficient and effective learning environment.
- Acted as a key point of contact for resolving conflicts, whether among students or between staff and parents, ensuring timely resolutions that aligned with school policies and upheld the school's reputation.
- Streamlined daily administrative operations, including scheduling meetings, maintaining records, and assisting with documentation, ensuring seamless workflow across various departments and school activities.
- Managed classroom resources and materials, ensuring availability and proper distribution, while also assisting in budget planning and allocation for events and activities.
- Led and supported a team of staff, fostering a collaborative environment and working alongside educators to enhance student learning experiences.
- Regularly tracked and reported on student performance and behavior to school leadership, contributing to strategic decisions on academic interventions, resource allocation, and overall school improvement plans.

Field Manager – 12/2021 to 10/2022

UNICEF Project, Beirut, Lebanon

- Successfully implemented and managed educational programs, working closely with school stakeholders (teachers, administrators, and community leaders) to ensure alignment with project objectives and optimize student learning outcomes.
- Established clear, measurable learning goals in alignment with the World Learning Curriculum, ensuring that educational activities were tailored to meet the diverse needs of students and foster academic growth.
- Provided ongoing coaching and professional development to teachers, delivering training sessions, resources, and guidance to enhance teaching methods and improve classroom performance. Monitored and assessed teacher effectiveness to ensure continuous improvement.
- Regularly monitored and assessed student progress, identifying learning gaps and implementing interventions as necessary. Collaborated with teachers to develop individualized support plans for students in need of additional assistance.
- Reported incidents to Child Protection Officers, ensuring timely and appropriate responses to safeguarding concerns. Conducted routine security inspections of learning environments to maintain a safe and supportive space for students and staff.

- Engaged with local communities, school leadership, and parents to ensure a collaborative approach to program delivery. Fostered strong relationships with key stakeholders to enhance program sustainability and impact.
- Compiled and submitted detailed reports on program activities, student progress, and incidents to senior management and UNICEF, contributing to the ongoing evaluation and improvement of the project.

Center Coordinator – 03/2021 to 12/2021

UNICEF Project, Tripoli, Lebanon

- Efficiently coordinated and managed teacher schedules, ensuring optimal class coverage and smooth daily operations. Provided constructive feedback to teachers, supporting professional development and improving teaching quality.
- Actively guided students throughout their academic journey, offering support and resources to enhance learning. Documented and tracked academic progress, identifying areas for improvement and working with teachers to address student needs.
- Monitored program activities to ensure adherence to project guidelines and compliance with UNICEF standards. Reported any program violations promptly to management, facilitating timely corrective actions to maintain program integrity.
- Organized and coordinated educational seminars and workshops for students and teachers, creating opportunities for skill-building, knowledge exchange, and community engagement. Ensured events were impactful and aligned with program objectives.
- Assisted with various administrative duties, including maintaining accurate records, updating student files, and preparing reports on program activities and outcomes. Streamlined communication between staff, students, and stakeholders to ensure smooth operation.
- Worked closely with the Center Coordinator and other team members to deliver high-quality education and program services, contributing to a positive learning environment for both students and staff.

Shift Leader Intern – 09/2019 to 03/2021

Koura Tennis Club, Bishmizzine, Lebanon

- Actively recruited new members to the club, implementing targeted strategies to attract a diverse range of clients. Managed promotional campaigns, contributing to increased membership and engagement.
- organized and coordinated club events, including tennis tournaments and social gatherings, ensuring seamless execution and enhancing member experience. Managed logistics, secured vendors, and ensured adherence to event timelines.
- Addressed and resolved customer concerns and inquiries in a professional and timely manner, ensuring high levels of satisfaction and fostering long-term member relationships. Implemented solutions to improve overall customer experience and retention.
- Provided general administrative support, including maintaining accurate member records, managing club communications, and assisting with daily operations to ensure smooth functionality of the club.
- Collaborated with the management team to streamline internal processes and improve the efficiency of day-to-day operations. Supported the club's strategic goals by contributing to operational initiatives.
- Assisted with the development and execution of marketing materials, including newsletters, social media content, and flyers, to raise awareness and promote the club's activities and services.

Education

Master of Arts (M.A.) in Sports Management – 09/2019 to 05/2021

University of Balamand, Lebanon

Bachelor of Arts (B.A.) in Physical Education and Health – 09/2016 to 06/2019

University of Balamand, Lebanon

Lebanese Baccalaureate – 2016

Bishmizzine High School, Lebanon

Skills & Expertise

- Leadership and training skills
- Event planning and coordination
- Strategic Planning
- Adaptability
- Planning & Organization
- Stakeholder engagement and relationship building
- Physically active and flexible
- Effective problem solver (frequently served as mediator between schools and NGO)
- Data analysis and reporting
- Time Management
- Decision Making
- Microsoft Office
- Market Research
- Presentation Skills
- Communication
- Thrives in a collaborative setting (team member in UNICEF projects for 2 years)

Languages

Arabic: Native | **English:** Fluent | **French:** conversational