

HIBAH SHALABI

CONTACT DETAILS



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SKILLS

- Progress Reporting
- Student Engagement
- One-on-one tutoring
- English Language proficiency
- Student Motivation
- Critical Thinking
- Task Prioritization
- Flexible and Adaptable
- Networking
- Problem Resolution
- Multitasking
- Information Management
- Recordkeeping and Reporting
- Customer Service Management
- Microsoft Office Suite
- Flexibility
- Organization
- Leadership and Decision Making

PERSONAL STATEMENT

Elevating student outcomes at International Knowledge School, I harnessed my adeptness in lesson planning and classroom management to foster inclusive learning environments. At Albayan Organisation, my leadership and problem-solving prowess enhanced operational efficiencies. My journey underscores a commitment to excellence, blending English language proficiency with impactful educational strategies.

My main strengths are adaptability, creativity, orientation to get the job done before deadlines, gained through a different setting of work and the experience of university education. Highly motivated and looking to put my knowledge in improving health and well-being and had already set a new society (Nutrition, Food & Health society (NFH) at Coventry University (UK)

WORK HISTORY

September 2023 - current

English Language Teacher

International Knowledge School/Salah Eldin branch , Tripoli

- Encouraged student progress and engagement by cultivating equitable learning spaces.
- Taught skills in English grammar and syntax, vocabulary, and proper word usage.
- Prepared well-structured, diversified lessons in alignment with approved syllabus.

March 2022 - September 2023

Administrative Manager

Albayan Organization (Non-charitable organization for women and child, Tripoli

- Developed my leadership, problem solving and critical thinking skills further, Learned how non-charitable organisations function, Built connections with other local and international organisations, learned through experience the principles of management, HR, and marketing, Help coordinating activities, had the privilege of being introduced to case management field, and started taking advanced courses for it, and add it to my knowledge of Public Health.

January 2021 - July 2022

Warehouse Operative

British Heart foundation

- Great communication skills- Able to remain polite and professional at all times, Convey confidence, enthusiasm and positivity, Able to multitask, Understand the changing and flexible nature of the role, Able to keep track of and assimilate changing information and priorities
- Troubleshoot minor problems and reported larger technical issues.
- Committed to delivering excellent customer service while working in a fast-paced environment.

July 2021 - March 2022

Customer Service Advisor at Sigma (During pandemic)

British Heart foundation

- Excellent telephone skills, Great communication skills, Ability to empathise and adapt to vulnerable customers, Able to remain polite and professional at all times, Comfortable with homeworking and creating a secure call environment, Remain calm when unforeseen events arise., Show awareness and maturity regarding media and outside interest, Confident to learn bespoke electronic systems and databases, Ability to empathise and adapt to vulnerable customers, Proficient in the use of Microsoft products

June 2017 - September 2017

Laboratory and clinical investigations at the hospital

British Heart foundation

- Blood analysis procedure using various devices, Tying up the lab, Customer service experience, Proficient in the use of Microsoft products
- Developed and maintained integrated system and safety reports for reagent and instruments.
- Established or monitored quality assurance programs or activities to verify accuracy of laboratory results.

June 2016 - September 2016

Volunteering opportunity at a local pharmacy

British Heart foundation

- Customer service, Picking out items for script, Dispensing pills, Knowledge of organising different drugs, learned about different dosages, Adopt working with people with different attitudes, pharmacist assistance, teamwork and collaboration

June 2015 - June 2016

Customer service experience

British Heart foundation

- Identify items sold, Help with pricing and sale labels, Organising the items to different sections and positions, Extensive communication experience of people from different backgrounds, Ability to cover a variety of roles, Sales experience and interpersonal interaction, and engage with prospects and costumes

EDUCATION

November 2021

Master in Public Health (MPH) in Public Health

Warwick University, Coventry, UK

November 2019

Bachelor of Science (B.S.) in Nutrition and Health

Coventry University, Coventry, UK

July 2016

A-levels in In: Chemistry, math, Arabic, biology

Abbey College Birmingham, Birmingham, U.K

July 2014

English Language Certificate in English Language Course

Education First (EF), Oxford, U.K

July 2012

High School Education Stage in Life Sciences course

Fatat Altaura Alhura school, Tripoli, Libya

QUALIFICATIONS

- International English language testing system (IELTS) certificate
- IMPETUS training certificate
- Food safety and hygiene course certificate
- Upper beginners' French language course certificate
- Gender-Based violence (GBV) and management principles certificate by the International Medical Corps (IMC)

VOLUNTARY WORK EXPERIENCE

March 2022 - March 2023

Shadowing a certified dietitian

Different settings of private and local hospital, Tripoli , Libya

- Counseled patients on necessary lifestyle changes for improved health outcomes.
- Assisted in the development and implementation of nutrition-related policies and procedures, ensuring compliance with regulatory requirements.
- Conducted menu planning and nutritional analysis for institutional settings, such as hospitals and long-term care facilities.
- Provided nutrition education and counseling to patients and their families, promoting healthy eating habits and lifestyle changes.