**CURRICULUM VITAE**

**PERSONAL DATA**

**Name:** Elissa Sarkis Fahed  
**DOB:** 07/11/1989  
**Nationality:** Lebanese  
**Address:** Mansourieh, Lebanon  
**Mobile:** +961 3 373995  
**E-mail:** elissasarkis77@gmail.com

**EDUCATIONAL BACKGROUND**2007-2011 Bachelor degree in Medical and Social Assistance (Social Worker)  
 Lebanese University (UL)

Faculty of Public Health   
 Section II, Fanar

2006-2007 Lebanese Baccalauréats : LH

Ecole Secondaire Des Filles De La Charité

Beirut, Lebanon

**PROFESSIONAL EXPERIENCE**October 2014 – Present Arcenciel (Social Worker) - Beirut, Lebanon

November 2015 – Present

Arcenciel (Area coordinator Project AIDA for refugees)

June 2012- September 2014

FFA Private Bank S.A.L (HR & Administration department) - Beirut, Lebanon

December 2011- June 2012

Auxilia-Lebanon (Social Worker) - Beirut, Lebanon

**INTERNSHIPS**

February-June 2008

Social Worker (Internship)

Arc en Ciel - Beirut, Lebanon

February-June 2009

Social Worker (Internship)

Voix de la Femme Libanaise - Fanar, Lebanon

February-June 2010

Social Worker (Internship)

Ecole des Malvoyants et Malentendants – Baabda - Fanar, Lebanon

February-June 2011

Social Worker (Internship)

Dar Al Amal - Bourj Hammoud- Lebanon

**COMPUTER SKILLS**

Microsoft Windows & office (Word-Excel-PowerPoint-Outlook), Statistics program SPSS, Good usage of the CRM Program, Good usage of the SAP Program Internet.

**LANGUAGES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Spoken | Written | Read |
| English | Excellent | Excellent | Excellent |
| French | Excellent | Excellent | Excellent |
| Arabic | Excellent | Good | Good |

**HOBBIES**

* Biking
* Jogging