

## Curriculum Vitae

### Personal information

First name / Surname

**Safa Deeb**

Address

Azmi St. Tripoli

Telephone

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E-mail

DeebSafa@gmail.com

Nationality

Lebanese

Date of birth

18 / 07 / 1993

Gender

Female

### Work experience

**Dates**

[ Summer 2010 ] [ Summer 2011 ]

Occupation

French teacher

Main activities and responsibilities

Keep an eye on children aged between 1 year old & above  
Give instruction for children about singing, drawing and dancing.  
Elaborate and schedule daily activities.

Name and address of employer

Mrs Rana Zaccour – Tripoli Achir Dayeh St.

Type of business or sector

KIDO Kinder Garden

**Dates**

[ 27 August – 20 November ] ( Training)

Occupation

Assistant in Tripoli municipality

Main activities and responsibilities'

Assistant for the chancellor of media in the municipality of Tripoli  
Assistant in the secretariat of the municipal council/ Archiving and documenting files

Name and Address of employer

Nawaf Al Ali – Municipality of Tripoli

Type of business or Sector

Municipality of Tripoli

<b>Dates</b>	[November 2014 - To Present
Occupation	Administrative Staff
Main Activities and Responsibilities	Working with the principal in planning and maintaining school routines and managing the school's financial and administrative functions. Accountant Supervising the collection of fees, payments and revenues for the school. Analysing financial system. Administrating the students "Life Cycle" from registration or admission to graduation or leaving. Typing, editing and proofreading documents. Storing, organizing and managing files.
Name and Address of employer	Simon David Karam. El-Nakhle, El-Koura
Type of business or Sector	David Karam Educational Center

<b>Dates</b>	[November 2015 - To Present
Occupation	ZUMBA Teacher
Main Activities and Responsibilities	Provide a safe, fun and effective workouts and exercise program. Teach students certain moves in order too help them keep up with a particular workout routine. Encourage and motivate class participants Choreography for School's events
Name and Address of employer	Simon David Karam, El Nakhle, El Koura
Type of business or Sector	David Karam Educational Center

<b>Dates</b>	[ September 2016 - Till Present
Occupation	Theater Teacher & Activities Coordinator at David Karam Educational Center - Theater teacher for Primary Classes ( Grade 1 to Grade 6 ) - Activities coordinator and dance choreographer for Spring Festival 2017 ( Videos Attached)
Main Activities and Responsibilities	<ul style="list-style-type: none"> <li>- Preparing lesson plans</li> <li>- Use creative, interactive and engaging teaching methods, such as games, role-play, storytelling, hot seating and tableaux.</li> <li>- Written work from time to time.</li> <li>- Marking students' work and providing them with the necessary feedback, criticism, encouragement and support.</li> <li>- Keep up-to-date on new teaching methods and developments in the curriculum.</li> </ul> <p><b>Photography:</b> I am responsible of the school year pictures for all classes and Graduation picture for preschool since 2014 at David Karam Educational Center</p>

## Education

Dates	[ 2010 – 2011 ]
Title of qualification awarded	Bachelor's Degree in Life Science
Name of organisation	Rawdat Al Fayhaa Secondary School.
Dates	[ 2011 – 2014 ]
Title of qualification awarded	BS in Radio-TV and Film

Name of organisation	Lebanese International University Tripoli- Lebanon
International classification	Graduated
Dates	[ 2006-2007 ]
Title of qualification awarded	Certificate in Theater – Acting
Name of organisation	Beit Al Fan
International classification	Graduated

## Film Projects and Experience

- 2014 - " لمن أكتب " **Written and Directed by me.**  
Senior project: Short film
- " Blink " - 2013
- " Metli Metlak " - 2012
- 2013 – Fitness with Food  
Talk show Program about fitness and healthy cooking.
- 2013- Tune At noon  
Radio Program –Entertainment.

I Participated in several short films:

- " Freda Ya Farid " - Acting & Sound Designer
- " The Victim " – Acting & Sound designer
- " Tenzakar Ma Ten3ad " – Script girl & Sound Designer
- " Cloud 7 " – Acting
- " Soukoul Moukabala " – Acting ,Sound Designer &Script girl

## Courses

Theater  
Performance  
TV Directing  
TV and Radio Production  
TV and Radio Announcing  
Writing and journalism  
Mobile Media  
Radio and TV News  
Advertising  
Media laws and Ethics  
Workshop 1 and 2  
Photography  
Design software, Animation

<b>Personal skills and competences</b>	<p data-bbox="323 304 486 331">Mother tongue</p> <p data-bbox="517 304 596 331"><b>Arabic</b></p> <p data-bbox="303 371 486 398">Other languages</p> <p data-bbox="517 371 751 398"><b>French : Advanced</b></p> <p data-bbox="517 405 751 432"><b>English : Advanced</b></p>
<b>Skills and competences</b>	<p data-bbox="517 539 576 566">Acting</p> <p data-bbox="517 573 638 600">Performance</p> <p data-bbox="517 607 791 633">First aid course in Red Cross</p> <p data-bbox="517 640 707 667">Administrative work</p> <p data-bbox="517 674 719 701">Production Talkshow</p> <p data-bbox="517 707 643 734">Photography</p> <p data-bbox="517 741 719 768">Editing and graphics.</p> <p data-bbox="517 775 624 801">Presenting</p> <p data-bbox="517 808 839 835">News writing and collecting news.</p>
<b>Computer skills and competences</b>	<p data-bbox="517 909 1447 965">Advanced knowledge in Adobe program (Adobe premiere-After Effect-Photoshop-Illustrator-Adobe Audition-In Design.)</p> <p data-bbox="517 1003 1034 1030">Advanced knowledge of PC and Microsoft Office tools.</p>
<b>Artistic skills and competences</b>	<p data-bbox="517 1099 600 1126">Dancing</p> <p data-bbox="517 1133 1265 1160">Piano - Certificate of playing piano from the Higher Institute of Music [ 2 years ]</p> <p data-bbox="517 1167 576 1193">Music</p> <p data-bbox="517 1200 643 1227">Photography</p> <p data-bbox="517 1234 954 1261">Acting - Certificate of Acting From Beit Al Fan.</p>
<b>References</b>	<p data-bbox="517 1335 1034 1420">Mrs Rana Zaccour +9613551125 , Kido KinderGarden Nawaf al Ali , +96170394242 , Municipality of Tripoli David Karam Educational Center , 06-415056</p> <p data-bbox="517 1458 1010 1514">Rawdat al Fayhaa Secondary School +9616412400 Lebanese International University +9616416333</p>