# **Personal information:**

**** Joelle: first name

Yachou: last name

Father name: Alexander

Gender: female

Social status: married

birth date: 30-1-1992

birth place: Syria – Aleppo

Email : [leajoella2@hotmail.com](mailto:leajoella2@hotmail.com)

Mobile number: (+963) 969-685-127

**Educational certificates:**

|  |  |  |
| --- | --- | --- |
| **Date of Grants** | **Source** | **Certificates** |
| 2012 | Aleppo university | Institute of Technical Financial and Banking Sciences - Accounting Department |

**Work history:**

**Job title:** Community Center Coordinator

**Job history:** From 2019 to the date

**Organization Name:** Syrian Arab Red Crescent -Aleppo Branch

**Job Responsibilities:**

1. Coordination with the mobile team, assess psychological needs and protection issues.
2. Support and advice of the direct manager, provide tailored psycho-social support services at the individual, family and community levels.
3. Participate in the daily and weekly reporting (both qualitative and quantitative) of activities in filling specific tools (assessment form, follow up form, referral form, discharge and monitoring forms) provided by the Field Coordinator.
4. Supervising Data entry process and checking to ensure the accuracy of the data that has been inputted.
5. Organizing and managing field observation to determine areas needs and setting an intervention plan to the area.
6. Verify data by comparing it to source documents.
7. Consider gender in activities and focus group in terms of protection or balance.
8. Validate results data provided and reporting any actual or potential deviation from implementation plans
9. Mange the data of the beneficiaries and the team.
10. -Establish a safe working environment for team members
11. -Report all related information in regular reports as needed.

**Job title:** Financial/ Administrative Assistant

**Job history:** From 2017 to 2019

**Organization Name:** Syrian Arab Red Crescent -Aleppo Branch

**Job Responsibilities:**

1. Monitoring daily of work progress against project schedule and tracking of cost expenditure against budget.
2. Preparation of weekly, monthly, quarterly and annual activities

reports (achievements, and lessons learned)

1. Providing the community supervisor with the special needs in the community.
2. Conducting periodic evaluation of the needs of the target groups.
3. Following up all the initiatives related to the center section.
4. Assist with reviewing and approving reports, ensuring that correspondents follows program procedures and is grammatically correct.
5. Participate in the identification of new project proposals.

**Job title:** Leader of psychosocial support team

**Job history:** From 2016 to 2017

**Organization Name:** Syrian Arab Red Crescent -Aleppo Branch0

**Job Responsibilities:**

1. Leader of the Community Center team of the Syrian Arab Red Crescent Society supported by UNICEF.
2. Preparing, developing and studying activities according to official curriculum provided by SARC.
3. Support the PSS team members though mentoring/coaching to ensure the quality delivery of PSS interventions and assess capacity building needs.
4. Participate in the response in the Hanaano and the Jibreen area
5. within the period of displacement of the people from the eastern neighborhoods of the city of Aleppo
6. Centralize all information (weekly reports, list of beneficiaries, procurement requests, monthly attendance sheets, etc.) gathered from the team and conducting required reports.
7. Supervising quality of activities and adherence to best practice, performance and techniques, do no harm standards, and implementation of validated PSS methodologies.
8. Ensure safe identification and referral of cases that require specific intervention in coordination with the PSS Team.
9. Assure regular monitoring and evaluation of the activities through appropriate tools
10. Consider gender in activities and focus group in terms of protection or balance.

**Job title:** Volunteer

**Job history:** From 2014 to 2015

**Organization Name:** Syrian Arab Red Crescent -Aleppo Branch

**Job Responsibilities:**

1. Prepare daily plans prior to every PSS session in line with the existing PSS curriculum and activity bank.
2. Deliver PSS sessions to required groups in collaboration with other PSS facilitators.
3. Report on the number of students, achievements, and new registration requests; update the Team Leader and PSS technical team on any issues, challenges or gaps in implementation.
4. Entering data into database software and checking to ensure the accuracy of the data that has been inputted.
5. Protects organization's value by keeping information confidential.
6. Assist in organizing and delivering training events
7. Introducing activities and initiatives that meet the need of the target group
8. Participate in the program and plans development

• Accountant at Vast Chemicals Company until 2014

**Courses and workshops:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course name** | **Source** | **Place** | **Date of Grants** |
| Training of trainers (tot) in human development | American institute for training | Syria – Aleppo | 2015 |
| (TOT) Sphere Training of Trainers | Syrian Arab red crescent | Beirut- Lebanon | 2017 |
| Basics of Livelihoods | IFRC learning | Syria – Aleppo | 2017 |
| Project/Programme Planning (ppp) | IFRC learning | Syria – Aleppo | 2017 |
| Emergency Needs Assessment | IFRC learning | Syria – Aleppo | 2017 |
| Principles of psychological support | Syrian Arab red crescent | Syria – Aleppo | 2014 |
| Principles of First Aid | Syrian Arab red crescent | Syria – Aleppo | 2015 |
| Disaster Management - Beginner | Syrian Arab red crescent | Syria – Aleppo | 2015 |
| Disaster Management – advance | Syrian Arab red crescent | Syria - banias | 2016 |
| Creative Thinking Skills | Mariam Center for Rehabilitation and Training | Syria – Aleppo | 2016 |
| Child Rights Workshop | Syrian Arab red crescent | Syria – Aleppo | 2015 |
| Risk reduction workshop | Syrian Arab red crescent | Syria – Aleppo | 2016 |
| Skills and Parenting Workshop | Syrian Arab red crescent | Syria – Aleppo | 2016 |
| Pairs support workshop | Syrian Arab red crescent | Syria – Aleppo | 2015 |
| Course of Accounting Programs (Al-Ameen-Bazaar) | GMHORIA institute | Syria – Aleppo | 2011 |

**Skills:**

**•** Office programs using.

• Stress work pressures.

• Communication and leadership skills.

• Flexible work.

• Impact study for children.

• Preparing schedule and organizational plans.

• Preparing and organizing large-scale activities (open-day).

**Language:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Conversation** |
| Arabic | Mother language | Mother language | Native language |
| France | good | medium | medium |
| English | good | good | good |

**Membership:**

• Syrian Arab Red Crescent Organization.

• The Christian Education Association in Aleppo.

• The Center for Intensive Theological Seminars.

**Reference:**

**Zein Mahjoub (0991711189)**

Operations associated - United Nations Development Programme.

Commander of the psychosocial support team of the Syrian Arab Red Crescent Society.

**Ramia alnabsheh (0944776722)**

Ramianh80@gmail.com

General Projects Coordinator of Socio-Psychological Support Projects of the Syrian Arab Red Crescent Society - Aleppo Branch