**Summary:**

A dedicated Employment Consultant with a background in employment strategies in the non-profit sector, adult education and engineering. Providing counselling and delivering employment services geared to the needs of various multicultural groups. Working one-on-one with clients for various employment services programs aligning with Employment Ontario guidelines, initiating, and keeping records. Succeeded in employing more than 300 clients using a variety of methods of counselling and coaching.

**Key Attributes & Technical Skills:**

* Knowledge of issues, trends and legislation in the employment field and labour market.
* Excellent understanding of the factors affecting employability and knowledge of adult learning principles.
* Deep understanding of employment trends, and labour rights with Group facilitation for workshops.
* Knowledge of community and social services resources and services for job seekers.
* Strong organization, planning skills, research, and technical skills.
* Team player, and knowledge of Microsoft skills with excellent research skills.
* Ability to present information concisely and clearly along with accomplishing targets.
* Strong listening and interpretation skills with High proficiency in English Language.
* Ability to work independently and in a team under pressure with minimal supervision.
* Fluent in both Arabic and English spoken and written at excellent level with French entry level.

**Career History:**

**Program coordinator and workshop facilitator-IWMN program 2022-2023**

OCISO, Ottawa, ON

* Review and enhance CED’s existing peer support.
* Conduct client intake, assess client’s employment readiness, develop return to work action plans and support clients’ pre- and post-employment.
* Coaching across the four employment dimensions; career exploration-self marketing, skills development, and retention of a job.
* Administer and interpret psychometric assessment.
* Support outreach activities to engage newcomer women.
* Demonstrate commitment to OCISO’s culture of respect management approach; racism/anti oppression policy within work.
* Prepared report for review by the manager to pass to the funders in IRCC.
* Support the manager in reporting and establishing a volunteer outreach plan.
* Promote the program through social media, events and outreach activities and promotional materials.
* Conduct clients’ intake sessions to enroll clients in the program and
* Help newcomer women to expand their networks and share their experiences.
* Expanded professional network for newcomers’ women by building their network and providing one to one consultation.
* Implement and design immigrant newcomer women mentorship program.
* Write and Print certificates of program completion.

**Employment Consultant** 2020-2022

YMCA, Ottawa, ON.

* Provided one-on-one employment support to clients and reduce barriers to access for employment
* Performed intakes, assessment for using a variety of interventions, support clients by identified and building employability skills while entering client information in database.
* Managed client caseloads of 60 plus clients maintaining an awareness of client’s needs and progression s towards employment.
* Assisted clients to build support networks through referrals and liaises with clients and external resources as required while
* Performed client follow- up as per program guidelines. Provide financial support for clients in keeping with the program guidelines while establishing and maintaining a positive relationship with clients.
* Preformed clients’ follow up Welcomes Clients and assess their needs to direct to the appropriate services and workshops ,while facilitating workshops as scheduled .
* Assisted clients with resources and workshops, along with referrals to credential assessment programs.
* Offered advice and coaching on job search methodologies such as resume writing, cover letter, tailoring resume and more to become job ready
* Trained clients for mock interviews and provide information and sound knowledge about relevant legislation relating to employment
* Conducted outreach local employers for employment opportunities, update job boards with posting and co-ordinate job fair.

**Design Engineer** 2017 - 2018

TTF Engineering, Ottawa, Ontario

* Read and drafted mechanical and electrical drawings through Auto cad.
* Assisted In developing designs and technical specifications for system such as heating, air conditioning, ventilation, boilers, along with related systems.
* Performed heating cooling and load calculations using HAP program.
* Assisted others in the office with several projects contributing and receiving knowledge from a shared atmosphere environment.
* Performed domestic water system sizing and supply return and exhaust air duct sizing.
* Submitted building permit application and familiarity with orientation and introduction of Ontario building code.

**Math Teacher** 2010 – 2015

I.A.K. School, Salmiya, Kuwait

* Encouraged students to observe, question, discover, and investigate in order to engage them in their learning.
* Assisted in the development, design, review & evaluation of relevant curriculum & associated learning materials.
* Raised standards of student attainment and achievement by monitoring & supporting every pupils progress.
* Delivered lessons as per the departmental schemes of work and school policies.
* Ensured teaching equipment & learning materials are clean, looked after and well maintained at all times.
* Observed and evaluated every students' academic performance, progress, behaviour, and social development.

**Additional Work Experience:**

**Barista,** Starbucks – Richmond, Ottawa, Ontario2018

**Sales Associate,** Shoppers Drug Mart, Ottawa, Ontario 2018

**Lunch Monitor,** Farley Mowat Public School, Ottawa, Ontario2016 – 2017

**Education:**

**TESL Certificate** 2020

Algonquin College, Ottawa, Ontario

**Bachelor’s Degree in Mechanical Engineering** 2007

Damascus University, Syria

**Professional Development & Volunteering:**

Work place safety, working from Heights certificate 2022 -2023

Skills & Jobs in Ontario’s Environment Sector (Bridging program) 2020 – 2021

Ontario Society of Professional Engineers, Toronto, Ontario

**ESL Conversation Facilitator – Volunteer** 2019 – 2021

Algonquin College and Catholic Immigrant Centre, Ottawa, Ontario