

Resume

Name

Fareed Halabi



Address

Main Street 11
903 Louaize Jalkh Bldg Ground Floor
1003 Louaize-Baabda
Lebanon

Personal data

Birthday: 17.11.1978
Nationality: US and Lebanon
Marital status: Married

Contact details

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Areas of expertise

Education: Expert (since > 10 years)
University Counseling: Expert (since > 10 years)
Sales: Expert (since > 10 years)
Administrative: Expert (since > 10 years)

Employer

January 2019 - to present
(2 years, 3 months)

Head of Careers
Brummana High School, Brummana, Lebanon (Lebanon)
Career Level: Head of Department
Functional areas: Other
Industry: Education & Training

Established Careers Department which provides strategic leadership and management of careers guidance to students preparing for the transition into undergraduate education and providing information into career paths. Overseeing university application process and follow-up. As student leadership director, I have helped the students sign up for, train, and participate in numerous academic conferences for the Model United Nations. I have also held the position of advisor to students and have helped them through the trials and tribulations of adolescence discussing numerous topics and providing guidance for this turbulent time.

September 2016 - to present
(4 years, 7 months)

Teacher
Brummana High School, Brummana, Lebanon (Lebanon)
Career Level: Specialist
Functional areas: Other
Industry: Education & Training

Developed weekly/yearly plan, administered all grades, and maintained overall course structure of Cultural Studies and US History Courses. Developed curriculum for use involving Lebanon and its cultural uniqueness Prepared students for standardized testing like SAT I, IGCSE, A/AS Levels, TOEFL, and ACT I.

September 2013 - August 2016
(3 years)

Career Guidance Counselor
SABIS, Choueifat, Lebanon (Lebanon)
Career Level: Head of Department
Functional areas: Other
Industry: Education & Training

Meeting with parents and students to plan and execute future university/career plans. Planning career fair events and inviting various prestigious universities to visit the school in order to recruit students. Expert in Promethean Planet software, creating and utilizing this program for interactive whiteboard teaching. Mentor for new teachers and follow up on their progress throughout their first year. In spare time, worked in summer school to help students in need of extra attention for upcoming years.

April 2009 - August 2016
(7 years, 5 months)

Teacher
SABIS, Choueifat, Lebanon (Lebanon)
Career Level: Specialist
Functional areas: Other
Industry: Education & Training

The International School of Choueifat - SABIS Creation and implementation of rigorous lesson plans in the subjects of English, Social Studies, Sociology, and Philosophy for grades 4-12 Lebanese and International Programs. Help prepare students for Brevet, Baccalaureate, SAT, IGCSE, and TOEFL official exams. . Expert in Promethean Planet software, creating and utilizing this program for interactive whiteboard teaching. Mentor for new teachers and follow up on their progress throughout their first year. In spare time, worked in summer school to help students in need of extra attention for upcoming years.

October 2006 - March 2009
(2 years, 6 months)

Personal Banker
Bank of America, Seattle, WA (United States)
Career Level: Specialist
Functional areas: Sales, Consulting
Industry: Finance & Banking

As a senior officer in one of the busiest banking centers in the state, my main function was to create, maintain, and deepen existing financial relationships with clients in a banking center by providing wealth management services. Additional responsibilities include increasing banking center clientele through marketing programs and advertising within the local community, exceeding operational goals, and training employees in products and services offered within the company.

April 2005 - January 2007
(1 year, 10 months)

Business Owner
Canine Groomers LLC, Seattle WA (United States)
Career Level: Managing Director
Functional areas: Finance, Marketing, Sales
Industry: Customer Service

Began a start-up dog grooming storefront bringing in new clients, setting up vendors to market pet products, and managing the financial side of the business. Grew clientele to include over 600 regular clients within the first three months of opening. Gained referral sources from veterinarians, pet shops, and supply stores. Creation of and implementation of business plan that included continuous revenue streams and growth for future despite challenging economic conditions. Carried on by a member of the family once business startup was consistent.

July 2001 - January 2005
(3 years, 7 months)

Suburban City Manager
Hertz Car Rental, Los Angeles, CA (United States)
Career Level: Team Leader
Functional areas: Marketing, Management & Operations, Sales, Other
Industry: Customer Service

Quickly rose through the ranks to become the youngest City Manager in Hertz history overseeing 14 suburban locations and over 60 employees. Responsible for over 28 million dollars in revenue annually and was able to increase the revenue by over 32% in a period of two years. Main responsibilities included hiring and training of staff for each location, opening new locations, and working closely with city planners to oversee specific needs for the company. Additional requirements of the job included negotiating supply deals with perspective clients based on their business needs for rental cars and purchase of new cars for the Hertz fleet.

University education

September 1996 - June 2001
(4 years, 10 months)

Humanities (Bachelor's degree)
Majors: History
University of California - Riverside (United States)
Status: Graduated

School education

Carlmont High School, San Carlos, CA
High school diploma (June 1996)

**IT skills /
DP applications**

Moodle: Good
Microsoft Office: Expert
Google Drive: Good
AWS: Theoretical

Language skills

English (Native proficiency)
Arabic (Good knowledge)

Personal involvement

September 2011 - to present
(9 years, 7 months)

School involvement
Head of the Model United Nations clubs at multiple schools. Developed training programs and helped students receive scholarship and chance to travel with national team.

September 24, 2021

Dear Sir/Madam,

In my years in the fields of education and business, I have developed a number of skills which can be applied to the City Manager position currently being advertised. I have worked with and led a number of teams throughout my career on various projects at the local and international level. Excelling in the aforementioned areas, I have also held many managerial roles being responsible for and reporting to stakeholders on revenue and profitability statements and goals of the companies I have been employed with. Most recently, I have held the position of Head of Careers, helping students get accepted into the universities of their choice and establishing and cultivating relationships with these universities both at the national and international levels.

My education and experience would be an added value to the post. I have overseen multiple locations in my tenure with Hertz Car Rental, opening new locations and having to request and follow through with the necessary permit and zoning requirements for a given location. In working as a personal banker with Bank of America, I also have helped with wealth management and maximization of funding for people and businesses alike. As an educator, I have helped mold the next generation of leaders, business people, scientists, doctors, and engineers to name a few careers through hard work and providing an excellent example to strive for both in my personal and professional life. Furthermore, I have been the academic advisor for the Model United Nations and Model Arab League programs and have helped students receive numerous awards, including scholarships in excess of 4.5 million dollars. This organization has helped hone my skills in conflict resolution, public speaking, and negotiation which I have been able to apply to my career at various points. I also have extensive knowledge as to owning my own business as I helped to establish one that became successful and provided services to the Seattle population. As a member of the team, I bring to the table efficiency, reliability, and a “can do” mentality. I look upon challenges as opportunities and approach such situations with honesty and maturity. Beyond this, I have the ability to work within a team, developing and leading individuals as the need arises.

Thank you in advance for your time in considering me as a candidate for the City Manager position. I look forward to hearing from your office in the hopes of setting up a time for interview where we can meet and discuss my possible employment.

Respectfully Yours,

Fareed N. Halabi

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REFERENCES

1. Peder G. Muller – Reno, NV 89511 - (703) 623 1241 - pedergmuller@mac.com
2. Antoinette Joubert –11 Sunset Blvd – Highveld, Centurion – South Africa - +083 299 1616 – antoinette_joubert20@yahoo.com
3. Nado Chelala - Brummana, Lebanon - +961 70 463 676 – nado.chelala@bhs.edu.lb
4. Dr. Nadim Khoury – Chairperson of the Communication Arts Dept. AUST - Beirut, Lebanon - +961 3 392 329 – nkhoury@aust.edu.lb