**RAMSEY T. HASSEN**

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**EDUCATIONAL BACKGROUND  
  
Bachelor of Science in Education, major in Physical Education,** SUNY, Cortland, NY Sept. 2011 - Present

**Certificate in Sustainable Practices** (Online), San Diego State University, California Sept. 2010 - Present

**Bachelor of Science in Petroleum Studies**, American University of Beirut, Lebanon June 2009

**High School Diploma**, American Community School, Lebanon June 2005

**TEACHING EXPERIENCE**

**St. Mary’s Elementary School –** Cortland, New York September 2011 – December 2011

STUDENT VOLUNTEER

* Performed organized activities, games, and events with children Pre-K through 6th grade.
* Focused on evaluating and developing the children’s motors skills.
* Creatively instilled children with the importance of physical fitness throughout their lifetime.

**American Community School –** Beirut, Lebanon July 2011 – August 2011

SUMMER CAMP SUPERVISOR/ COACH/ TEAM LEADER

* ACS Summer Camp had a total enrollment of 250 children aged between 3 to 12 years old.
* Responsible for 25 children along with supervising all team leaders, coaches, and teachers with their individual subject matter.
* Created and applied a curriculum for coaching daily scheduled sessions that included the progressive introduction to various sports and activities.

**American Community School –** Beirut, Lebanon October 2010 – June 2011

SUBSTITUTE PE TEACHER

* Responsible to teach elementary physical education classes from grades KG – 5 on a full-schedule basis over a period of multiple weeks at a time.
* Teaching methods within each day are adapted in accordance to curriculum, class size, and grade level/

COACH

* JV Badminton coach for the boys and girls ACS team (responsible for a group of 24 athletes).
* Team competed in the METS Badminton Invitational Tournament in Amman, Jordan. Boys and girls each placed 1st overall.

**Coral Beach Resort –** Beirut, Lebanon July - August, 2005

CAMP COUNSELOR

* Supervised and organized activities and field-trips for a group 20 middle-school students.
* Responsible for the safety and discipline of the group.
* Evaluated the group’s progress throughout the program.

**WORK EXPERIENCE**

**Petrofac International, ltd.,–** UAE (Sharjah & Abu Dhabi) and Syria 2009 - 2010

SITE ADMINISTRATOR

Responsible for the **administration services** of 300+ employees in Syria, 250+ in Abu Dhabi, and 100+ in Sharjah; the duties include but are not limited to the following:

* Execute mobilization plan for employees
* Process employee timesheets, payroll, per diems, and reimbursements
* Manage all cash transactions

Coordinate **HR services** for all on-site employees over multiple locations; GTP, GGS, Site Head Office, and the Central Office (HQ); the duties include but are not limited to the following:

* Coordinate with government personnel and the Bureau of Labor to ensure employee visa issuance
* Arrange flights, purchase tickets, temporary and permanent housing
* Authenticate leave of absences, sick times, and holiday requests for manager certification

**International Management Systems –** Hazmieh, Lebanon June - September 2009

ALTERNATIVE ENERGY CONSULTANT

Investigate the application of wind technology for the international property owner and manager at IMS; duties include but are not limited to the following:

* Perform market base research related to wind technology and wind turbines (10kw-1mgw)
* Develop a site investigation report for over 10 sites in Ohio, USA
* Compile a legal and legislative summary pertaining to alternative energy application in Ohio, USA
* Contact manufacturers in China for preliminary prices and conduct a fair-price-analysis

**American University of Beirut-** Feraya and Mairouba, Lebanon July - September 2008

FIELD ANALYST (Student Project)

* Study the master geologic map of the greater Feraya and Mairouba area.
* Conduct on-site analysis of the existing soil conditions.
* Develop a detailed report of the stratigraphic, geomorphic, and structural conditions of the area.
* Update the master geologic map of the greater area.

**COMPUTER SKILLS**

Advanced proficiency in Microsoft Word, Excel, Power Point, Outlook

**PERSONAL**

Fluent in English, Proficient in Arabic. **American citizen.**

**SKILLS & INTERESTS**

* Founder, Captain, and MVP for the AUB Varsity Squash team.
* MVP for the AUB Badminton team.
* Member of the Lebanese Badminton Federation
* General sports include (but not limited to) football, table tennis, racquetball, soccer, baseball and skiing.
* Major hobbies are playing drums, drawing, and sculpting.