






Caroline Helou, MA,PMP

Administrative Manager-Budget Controller

CONTACT

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EDUCATION

Certified Project Management Professional (PMP®), PMP Institute 2020

Professional Associate **Coaching** diploma, LAU, 2018

Masters in School Management, Faculty of Educational Sciences, Université Saint-Joseph (USJ) 2015

BS degree in **Sciences of Education**, Faculty of Education, Lebanese University 2000

Official Lebanese Baccaalaureate-Saints Coeurs, Hadath High School, Beirut, Lebanon. 1996

AREAS OF EXPERTISE

- Project Management in terms of cost and feasibility
- Coordination of teams
- Implementation of educational tools and training programs
- Personal and professional coaching
- Mastery of administrative procedures
- Management of budgets and follow-up of payment procedures

STRENGTHS

- Methodology, sense of organization, autonomy
- Ability to prioritize and manage multiple tasks
- Teamwork and managerial skills
- Mastery of the Office Pack and ability to adapt to internal software
- Trilingual: fluent in English, French and Arabic

EXPERIENCE

April 2023- Present: IT Budget Controller – Northern Trust Corporation

- Designing effective budget templates for departments
- Analyzing financial information (e.g. revenues, expenses and cash management) to ensure all operations are on budget
- Presenting annual budgets to senior management
- Reviewing budget requests for approval
- Forecasting future budget needs
- Identifying variances between actual and budgeted financial results at the end of each reporting period
- Suggesting expense improvements that increase profits
- Reviewing the company's budget to comply with legal regulations
- Ensuring that department heads meet budget submission deadlines
- Designing and implementing effective budget policies and procedures
- Controlling invoices and following-up of approvals and payments

September 2022- April 2023: Director – Beautiful Minds SAS, Puteaux – France

- School planning and validation of educational content
- Establishment of budgets (teachers' salaries, teaching materials and consumables costs etc.)

March 2022- July 2022: Administrative Assistant at Beautiful Minds SAS

- Preparation of invoices
- Following-up and drafting of schedules
- Checking bills and tracking school fees payments
- Verification of students' admission records and files
- Onboarding new families

LEARNING & DEVELOPMENT

- Planning, Monitoring, Evaluating and Reporting for NGOs, Formatech with 'Save the Children', July 2020.
- Training on a method to fight bullying without blaming (La méthode de la préoccupation partagée) with Mr Jean-Pierre Bellon, November 2019.
- 'Public speaking and presentation skills', Formatech, November 2018.
- 'L'essentiel pour concevoir une formation', ISFORM – Paris, November 2017.
- Conflict Management (2009), Transactional Analysis (2008), Sagesse High School
- ***AEFE Lebanon: many sessions related to education topics***

LANGUAGES

- Fluent in English, French and Arabic

COMPUTER SKILLS

- Microsoft office (Word, Excel, PowerPoint), internet, intranet, Google platforms, TEAMS, ZOOM, CANVA, PADLET.

HOBBIES & INTERESTS

- Yoga
- Reading historical books

SOCIAL RESPONSIBILITY

Member of **Lebanese Red Cross**-Baabda Sector for 5 years
Charity work when there is an opportunity

March 2022 – July 2022: Budget Controller – Accounting firm 'Regis Forcade', Paris

- Control of the firm's own and expenses
- Follow-up and recovery of expenses
- Drafting of established and forecasted expenditure reports
- Calculation of the firm's costs
- Cash flow monitoring and management

March 2021- January 2022 : Project Coordinator at Caritas – Lebanon

- Maintaining project documentation, such as plans and reports, assigning tasks and controlling schedules.
- Communicating the project's progress to team members and other stakeholders.
- Managing the project's budget.
- Tracking and communicating project risks and opportunities.
- Ensuring deadlines are met.
- Organizing and attending stakeholders meetings.

September 2014 – June 2020: Project coordinator and Head of Secondary Division Saints-Coeurs Ain Najm High School.

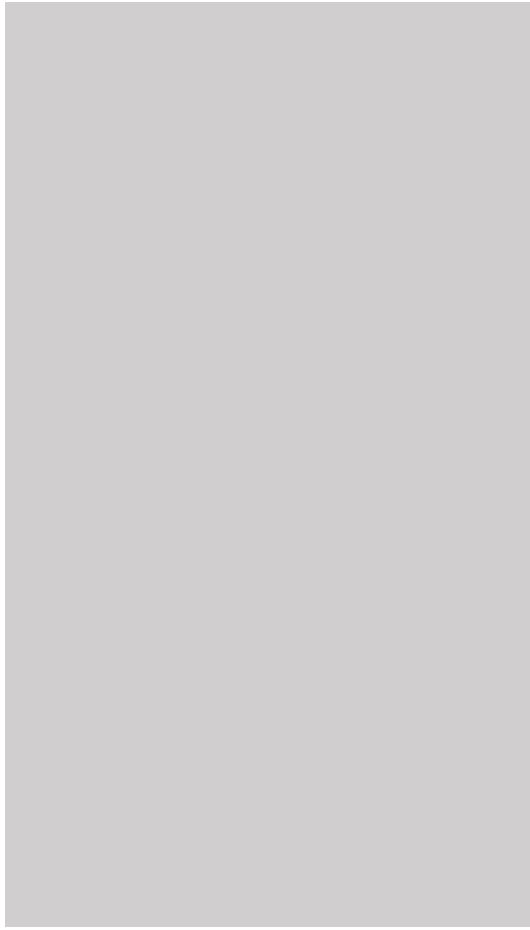
- Piloting educational projects.
- Ensuring coordination between teachers and parents.
- Ensuring the circulation of information materials and establishing appropriate communication with the educational team...
- Developing and maintaining communication channels and networking through partnership and collaboration.
- Collecting information, analyzing data, making a work plan for the team.
- Monitoring and ensuring a framework of benevolence within the school and working against school bullying.
- Delivering life skills trainings for teachers and 'high schoolers'.

September 2011 – September 2017: Career Counselor, Saints-Coeurs Ain Najm High School

September 2011 – September 2014: Assistant to the Head of Secondary Department, Saints-Coeurs Ain Najm High School

September 2010 – September 2011: Head of Elementary division, Saint Sauveur College, Badaro

September 2005 – September 2010: Teacher, Sagesse High School Baabda



September 2002- September 2005: Teacher, Institut Moderne du Liban School,
Fonar

September 1998- September 2002: Teacher, Rosaire High School, Mansourieh.