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I. Career Progression

Lebanese State Alumni Community (LSAC), Awkar – Lebanon: Dec 2016 – Nov 2018

National Board Member / Grant Manager

The Lebanese State Alumni Community (LSAC) is a Lebanese NGO that provides a dynamic and interactive networking experience for all past and current Lebanese participants in U.S. government-sponsored exchange and training programs (6,000 alumni by 2017). LSAC consists of nine regional LSAC chapters to decentralize and stretch the operation of the network to reach out to a bigger number of alumni bringing innovative solutions to their communities' challenges. As a National Board Member, my role comprised of:

- ❖ Providing strategic insights and assisting in the decision-making on a national level regarding our overall operations and management
- ❖ Managing a 20K USD grant to further the development of the chapters' activities, outreach, and impact
- ❖ Revising and reviewing project proposals, suggesting amendments, providing support, and coordinating on-the-field projects' implementations
- ❖ Designing a national communication plan to facilitate work collaboration across different chapters and enhance learning and exchange of solutions between regions

Teach For Lebanon, Hamra – Lebanon: Sep 2015 – Aug 2018

Human Resources Manager

Teach For Lebanon (TFL) is a Lebanese non-governmental organization, one of the 48-nation global network Teach For All, addressing the education inequity across Lebanon through youth leadership and civic engagement. I initially joined TFL as a Regional Recruiter & Selector, guiding Fellows through a rigorous selection process to identify the top-notch young leaders. In a few months, I earned my promotion to fully manage the Human Resources Department, as well as all governmental and school relations to secure Fellows' placement in underprivileged areas. The following can highlight the main responsibilities:

- ❖ Building a strong HR infrastructure to support talent acquisition, retention and satisfaction
- ❖ Restructuring the organization's talent pipeline, and strategic course to align with the organization's vision while working closely with the Chief Executive Officer to jointly revise departmental strategic plans on a yearly basis
- ❖ Designing and delivering a Management and Leadership Program to build the executive team's managerial skills over 8 months of continuous learning and fostering of a collective growth mindset
- ❖ Building strong ties with other local NGOs, specifically in the education sector, universities, and schools and most importantly with key people at the Ministry of Education
- ❖ Managing a diverse pool of talents ranging from volunteers, to fellows, and executive team members

ICARDA, Verdun – Lebanon: Feb 2014 - May 2014

Project Manager (Consultant)

I joined ICARDA to handle all aspects of developing a full Orientation Program for newly hired international employees and relocated foreign employees from ICARDA offices abroad. The orientation program consisted of two main chapters, a corporate on-boarding program, and a cultural guide to living in The Republic of Lebanon. Developing the program composed of the following responsibilities:

- ❖ Restructuring of the organization chart of the entire organization
- ❖ Forming a full and complete on-boarding material
- ❖ Developing the cultural guide (Cultural Background, Accommodation, Transportation, International Schools, Communication, Touristic Sites...)
- ❖ Developing an orientation prototype to be acquired by other ICARDA centres in different countries

USAID-Funded Social Initiative, Beirut – Lebanon: Oct 2012 - Apr 2014

Project Co-Founder

As part of my University Scholarship Program (USP) funding requirements from USAID, a team of four including myself started a social entrepreneurial project (SLINGSHOTS) at which I served as a co-founder and handled the aspects concerning Project Management and Team Leadership. Duties included:

- ❖ Selecting the Social Enterprise Concept/Idea
- ❖ Conducting feasibility studies
- ❖ Developing Project Budget
- ❖ Developing Project Business Plan
- ❖ Branding & Pilot Testing
- ❖ Enterprise Pitching for prospective investors

SLINGSHOTS is a social enterprise which revolved around the execution of a small-scale domestic exchange program between Lebanese students and host families of different areas of residence and religious beliefs to promote understanding, openness and proper exposure.

II. Organizations

Embassy of the United States, Awkar – Lebanon: May 2016 – June 2017

Youth Advisory Council Member

The Youth Advisory Council brings young people from different backgrounds, genders, regions, and political and religious affiliations to gather in a friendly and informed setting for candid dialogue among themselves and with the Embassy team. Together, they share information, ideas, and strategies for working toward turning Lebanon's challenges into opportunities for change.

III. Education

MSc in Entrepreneurship & Innovation (2018/19)

University of Sussex, Brighton – United Kingdom

Recipient of the Chevening Award 2018/19 - UK government's global scholarship programme

BBA Business Administration, Emphasis: Human Resources Management (2011/15)

Haigazian University, Beirut – Lebanon

Recipient of the University Scholarship Program - Full merit-based scholarship program funded by the USAID

IV. Key Development Trainings & Awards

Development, Government Engagement, & Positioning (Global Conference) – Teach For All May 2018, Lima, Peru.

Leadership Certification Program – Outreach & Leadership Academy, LAU Executive January 2018, Beirut, Lebanon.

Drafting Anti-Sexual Harassment Policies & Procedures – KIP Project, AUB July 2017, Beirut, Lebanon.

Talent Network Learning Trip (Global Conference) – Teach For All June 2016, Santiago, Chile.

Social Entrepreneurship Program – Beyond Reform & Development Fall 2011 – Spring 2014

- ❖ Social Entrepreneurship Workshop
- ❖ Leadership & Teamwork Workshops
- ❖ Social Business Ideation
- ❖ Concept Note Creation Workshop
- ❖ Feasibility Study Plan & Business Outline
- ❖ Pilot Program
- ❖ Business Pitch

President's Award for the outstanding achievements in the university community, June 2015, Haigazian University.

Best Project Management Award for completing the Project Management Course, June 2015, Haigazian University.

Achievement Certificate: for participating in the **Emotional Intelligence Training**, March 2015, Management Mix.

V. Languages

Fluent in written and spoken Arabic, English (Academic IELTS Score 8.0), and French.