Address 1: Bliss St. Kerr Bldg., Beirut, Lebanon |

Email: alismakki.am@gmail.com

# **Education**

Bachelor's in Political Science Expected graduation: Summer 2019
American University of Beirut September 2014 - Present,

# **Work Experience**

# Data Analyst Intern at "United Nations" (ESCWA)

Beirut, Lebanon

Mobile Number: +961 81965461

October 2018 - April 2019,

- -Date Entry and analysis of all of ESCWA's Expert Group meetings and Workshop surveys and questionnaires
- -Drafting Workshop and Expert Group Meeting Analysis Reports to further improve the quality of workshops and EGMS, as well as study content relevance.
- Designing and developing the training for new evaluation forms and analysis tools.
- -Developing the audit proposal for Sustainable Development Goals and Youth Markers tags to study the different UN-ESCWA department performances

# Wells Intern at "Royal Dutch Shell"

Doha, Qatar

August 2018 - October 2018,

(Studying strategies for Well Abandonment and Isolation plans that follow both Shell's International environmental policies and Qatar's Local Policies while coordinating with subsurface, well, and program modelling engineers.)

# Consultancy Intern at "Beyond Reform and Development"

Beirut, Lebanon

December 2017 - February 2018,

(-Assisted in creating training material in all 3 "Policy Research", "Capacity Development", and "Public Management Consulting services for partnered NGOs and public sector clients

- -Co-facilitated a training conference for over 50 participants on Social Entrepreneurship.
- -Researched and assisted in the multiple case studies for multiple NGOs and public sector clients.)

## Outreach and Support Intern at "Talent Beyond Boundaries"

Beirut, Lebanon

September 2017 - December 2017

- -Background and profile Data analysis of potential hiring candidates
- -Provided online platform training for new users and clients
- -Provided research support for the legal department

# **Extracurricular Activities**

# **Executive Director at "Bus Map Project"**

Beirut, Lebanon

September 2017 - Present,

(Overseeing the administration, programs and strategic plan of the organization and its marketing, and community outreach as well as its volunteer and permeant work force recruitment plan.)

# Executive Director & Internal Project Consultant at 180 Degrees Consulting

Beirut, Lebanon

Summer 2016 - Summer 2017,

(Responsible for helping in planning and organizing Agendas and Clients for consultants within the club, as well as overseeing the administration, programs and strategic plan of the organization and its marketing, and community outreach. Was also responsible for planning "180 Degrees Consulting's" strategies and internal organizational structure.)

### **Vice President in AIESEC:**

Beirut, Lebanon

Year 2016/2017

(Responsible for strategizing and planning the projects, reception, and attraction of incoming international volunteers as well as leading 7 teams of 21 members. While also working a securing a sponsorship of 6000\$ for the summer projects.

### Skills

**Software skills**: Excel, Word, PowerPoint, AutoCAD, Lab VIEW, Visual Studio **Languages**: Fluent in both Arabic and English, written and spoken.