

Dona El Ferekh

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OBJECTIVE

Seeking a full-time or part-time job in the Non-Governmental, International Relations and PR sectors.

EDUCATION

From 09/13 to 06/17 **American University of Beirut** *Beirut, Lebanon*

Bachelor of Arts, with emphasis in Political Studies and Minor in Human Rights and Transitional Justice

GPA 3.54.

From 09/15 to 06/13 **International School of Choueifat** *City of 6th October, Egypt*

EXPERIENCE

From 10/18 to 01/19 **Creative Space Beirut** *Beirut, Lebanon*

Business Development Manager

- Responsible for developing the partnership strategy of Creative Space Beirut
- Researching potential monetary and non-monetary partnerships to upscale the organization's operations
- Development and design of all partnership and information materials
- Communicating and liaising with partners
- Up scaling and maintaining current partnerships
- Creating showcasing strategy for partners
- Financial management of the organization

From 03/18 to 09/18 **Makhzoumi Foundation** *Beirut, Lebanon*

Monitoring & Evaluation Officer

- Participated in M&E planning process with program staff
- Supported program staff on data collection methodology and tools, ensuring good practices in data collection are understood and adhered to
- Ensured that all data is entered correctly and in time, providing feedback to relevant Managers if there are gaps or incoherent information according to the SOP
- Ensured that different databases are up to date (new entry and updates) and complete and that all incoherent information is promptly corrected.
- Supported learning events, in particular documentation of lessons learned
- Contributed to progress and impact reporting through sharing anecdotes, observations, quotes from partners and beneficiaries, and photographs.
- Supported implementation of external evaluations at field level

From 09/17 to 12/17 **ISIC Lebanon** *Beirut, Lebanon*

Marketing and Development Coordinator

- Responsible for the market awareness and distribution of the ISIC card in Lebanon
- Executing marketing awareness campaigns online and offline.
- Establishing sales/promotional events and exhibitions in cooperation with schools, universities and businesses
- Developing information and communication systems to stay connected to the market
- Maintaining strong relations with benefit providers and regularly recruiting new ones
- Responsible for CSR initiatives and campaigns

National President

- Creating and driving the vision and mission of the organization for the 2018-2019 year
- Representing AIESEC in Lebanon in external and internal events
- Managing the national leadership body of AIESEC in Lebanon
- Ensuring long-term financial sustainability of the chapter
- Formulating and implementing strategies to ensure operational growth within AIESEC in Lebanon

SUMMARY SKILLS

COMPUTER SKILLS: MS Word, Excel, PowerPoint, Photoshop and SPSS

LANGUAGES: Fluent in English and Arabic (writing, reading and speaking)

SOFT SKILLS: Leadership, Communication, Team Management, Organizational Management, Project Management, Public Speaking, Marketing and Sales.

TECHNICAL SKILLS: Photography, Video-editing and Proposal writing

INTERESTS

- Non-governmental work and volunteering
- Project inception and management
- Event management
- Photography and video-editing
- Reading and writing

REFERENCES

Available upon request