

Experienced Project Coordinator with a demonstrated history of working in the government relations industry and international development. Skilled in negotiation, analysis, critical thinking, Social Media, communication, and event management. Strong media and communication professional with a Master's Degree focused in European governance and more than five years of experience. Developed my professionalism and able to integrate well and to foster positive and harmonious relationships with the team.

EDUCATION

2013-2014 University of Bristol, Great Britain MSc. European Governance

Thesis: "The 2004 enlargement impact on the European Union security: How did the new member states manage to shift the European Union Foreign Policy?"

2010-2013 Saint Joseph University, Lebanon BA Political Sciences & Public administration

2010-2011 Institut Catholique de Paris, France BA Exchange semester Political Sciences & European Law

2010-Grand Lycee Franco-Libanais, Lebanon French Baccalaureate Economic and Social Studies

EXPERIENCE

INTERNATIONAL DEVELOPMENT

2018 Aug- Ongoing BALADI Program USAID, Caritas Lebanon, *Communication and Outreach Coordinator*

- Managing the communication and outreach department of BALADI, a USAID funded program implemented by Caritas Lebanon.
- Handling a \$200K budget where I was able to achieve successful launching events monthly.
- Chosen as the focal point of BALADI to coordinate with donors and partners: USAID, Caritas, Social Impact.
- Improved and setting up the communication strategy of BALADI program
- Negotiating with partners to achieve desired results – CSOs, NGOs, Municipalities, donors etc.
- (Projects proposals, press releases, success stories, social media channels, speeches)
- Accomplishing all the planning for our projects' events (launching ceremonies, technical visits, workshops, conferences, documentaries etc)
- Supervising all the logistics of the program (Projects proposals, reports, success stories, social media, etc.) and the projects events (Material, branding, speeches, press releases, script seating plans...)
- Yielded all the capacity building sessions with partners and monitoring the beneficiaries and indicators.
- Undertaking daily field visits to the projects sites to ensure their correct implementation.
- In depth knowledge of USAID guidelines and work.
- Overseeing the preparation of documentaries for our projects.

UNITED NATIONS AND SUSTAINABLE DEVELOPMENT

2018- Jan- Jul United Nations Global Compact Network Lebanon, AUB, *Project Coordinator for the SDG council*

- Part of the GCNL, a UN platform for sustainable development goals, the SDG council comprises CEOs from the biggest corporate companies in Lebanon.
- Managed and delivered all the projects of the Sustainable Development Goals Council
- Prepared and cleared all the concept notes and project proposals for grants donors
- Created new projects such as the SDG milestones, SDG Label, Pledge for the SDGs...
- Drafted and published 17 reports and policy briefs on the SDGs, and conducting focus groups for each report with concerned entities for validation
- Delivered CSR, consultancy and sustainability reports for our biggest clients based on the GRI standards
- Enhanced the outreach of the network and handled all the meetings with potential members
- Successfully contributed to the involvement of GCNL for the Voluntary National Report presented by the Presidency of Council of Ministers to the United Nations on the SDGs in New York in July 2018.

GOVERNMENTAL INSTITUTIONS AND UNITED NATIONS

2017 – Jan- Dec Office of the Minister of State for Women Affairs Ministry and UNDP, *Communication Officer*

- Social Media specialist: setting up and handling all the Social Media outlets of the Ministry and the Minister.
- Attended and covered all the events and workshops related to Women Issues and reporting to the Ministry
- Wrote all the official documents of the Ministry (Strategies, campaigns, reports, presentations)
- Worked on the National Strategy for Women in Lebanon- Validated by TAIEX a European Union mission
- Managed and promoted all the media campaigns of the Ministry & Minister (Concept, media kits, budget etc.)
- Created a media campaign #MESH_BASITA to promote the law of sexual harassment
- Fruitfully planned all the workshops and events of the Ministry such as the launching event at the Grand Serail
- Involved in the monitoring and evaluation, research, data collection and analysis of our projects
- Prepared all the communication material of the ministry (presentations, speeches, press releases, brochure agenda, reports, articles, newsletter “Women Voices”)
- Organized a photography competition with students to raise awareness about Women’s role in our society.
- Handled all the budget of the ministry \$400K of the ministry according to the UNDP guidelines (Proposals, agreements, procurement budgeting and all the folders of the Staff)

POLITICS AND DEMOCRACY

2016- Feb- Dec Konstantinos Karamanlis institute for Democracy (IDKK), Greece, *Project Coordinator*

- Directly working with Mrs. Rodi Kratsa -former VP of the European Parliament and president of IDKK
- Oversaw the correct implementation of projects with the European Union and strategic partners.
- Planned and implemented new projects for the institute
- Handled all the international communication and social media outlets
- Responsibilities involved management, planning, decision-making, research, and analysis.

CONSULTING AND COMMUNICATION

2018- Jan- Ongoing (part time) Multiply, Abu Dhabi, *Consultant and research executive*

- Developing consultancy papers and reports
- Working on research and analysis
- Projects and topics: Strategies for private and public sector, politics, analysis of the MENA region

2018- Jan- Jul Consultancy for Political campaign

- Collaborating on the concept, strategy and communication of Dr. Dima Jamali’s electoral campaign

2015- 2016 Jul- May Quantum Communications, Strategic relations department, Beirut, *Analyst Consultant*

- Implementing research, data collection, media monitoring, analysing and coding data, and finalising reports.
- In charge of three portfolios: Clients ranged from public- private sector, governments and NGO’s.
- Projects related to: Government communication, Field policy, advisory, strategic relations, security, terrorism, banking, finances and economics ...
- In charge of all the clients communication and social media channels

ORGANIZATION & MANAGEMENT

2010 – Ongoing Hochar SARL – *Managing Partner/ Fashion Buyer, Lebanon*

- Partner in our family business helping in supervising the overall management of the company.
- Handling all the communication of the company as well as the social media channels.

2010 – 2016 ‘Diffa’ Event Management – *Team Leader and operations coordinator, Lebanon*

- Organized hundreds of events such as weddings, official ceremonies, fairs, political events, luxury openings, conferences, seminars and exhibitions. In Lebanon and MENA region

2010 – 2011 Crystal Group Management – *Operations and Communications Consultant Lebanon*

- Specialized in providing consulting services to the hospitality industry with a proven record of success.

- Developed skills in communications, managing clients, event planning and consulting for private events.

INTERNSHIPS

2014 -2015, Oct- Jun The United Nations HQ ESCWA, Inclusive Social Development Section

- Conducted social policy research for the “Economic and Social Commission for Western Asia”
- Responsibilities include analytical support, analysis and contributions to draft publications, involvement in the preparation of hearings, investigations, social inquiries, conferences and expert group meetings.

2013- Jun- Aug The Lebanese Embassy, Bulgaria, *Assistant to the Ambassador*

- Worked directly with the Ambassador and the Consul in both the field and the office. Gained hands-on experience in public diplomacy, consular affairs, the political and economic section and administrative tasks.

2012- Jul- Sep L'Orient le Jour Newspaper, International news department, Lebanon

- Screening the news, writing and publishing articles twice a week.
- Analysing daily information submitted by the press agencies such as AFP, Reuters, ANI etc.

2012 Jan-Jul Association Internationale pour la Sauvegarde de Tyr (AIST), Lebanon

- Planning for the promotion of the prestigious annual forum with the cities member of the AIST responsibilities involved: developing the concept, overseeing the project development and building press contacts.
- Handling all the communication as well as social media outlets of AIST/ARTYR

LANGUAGES PROJECTS AND ADDITIONAL COURSES

LANGUAGES

Native: French, Arabic. Fluent: Greek, English: (Tests: SAT, IELTS, Georgetown proficiency level A)

PLANNING PROJECTS, WORKSHOPS AND SEMINARS

- USAID launching ceremony Kawkaba Eco village, 8 March 2019, Kakwaba municipality
- USAID eco manual launching for municipalities, 24 January 2019, Hilton Beirut,
- USAID Opening ceremony Chiyah Football court 17 December 2018, Chiyah
- USAID 3 days sports activity at the Chiyah Municipal Stadium 15-17 December 2018
- Christian Ghamachi Book Launching, 11 December 2018, Sursock Villa
- USAID technical Visit to the Ainata cold storage facility, 14 September 2018 Ainata Municipality
- Focus Group SDG 9 31st July 2018
- Focus Group SDG 10 19 June 2018
- Focus Group SDG 4 6 June 2018
- Introducing GCNL, 10 May, 2018, AUB
- IbdAA event, 27 April, 2018, AUB
- Focus group SDG 5 26 April 2018
- Arab Forum for sustainable development, April 23-25, 2018, AUB
- Climate change what's in it for my business? 28 March, 2018, AUB
- Strategizing for the SDGs, 22 March, 2018, AUB
- Lebanon Climate Act Roundtable, 13 March, AUB,
- Peace Pioneers, 28 February 2018, AUB OSB
- ImpACT, 27 February 2018, AUB, OSB, Beirut
- SDG council Annual meeting I 13 February 2018, AUB, OSB, Beirut,
- Anti-Corruption Roundtable, 12 February 2018, AUB OSB, Beirut,
- Maximizing Social Impact, 6 February 2018, AUB, OSB, Beirut,
- Lebanon Collaboration for the SDGs 4th edition, 30 January 2018, AUB OSB, Beirut,
- Roundtable on SDG 5 for Makhzoumi foundation, 11 January 2018, AUB OSB, Beirut,
- Women Beyond the Lens Photography Competition, 19 December 2018, Fatal Auditorium, Beirut,
- Press conference for The Ministry of Women's Affairs, 12 December, 2017, OMSWA offices, Beirut,
- Focus Group Discussion: supporting the national strategy to end GBV in Lebanon, 7 December 2017, Beirut

- Implementing UN Resolution 1325 on peace and security, 21 November, 2017, ESA, Beirut
- Press conference for the #she_scores Campaign, 30 August 2017, Grand Serail, Beirut,
- Lebanon Climate Act, 8 July 2017, USJ, Beirut,
- Chili Week in Lebanon, Placing the Women in politics, 15-20 May 2018, Lebanon
- Launching of the National strategy of OMSWA, 28 April, 2018,
- Launching of the Minister of State for women's Affairs, 28 February 2017 Grand Serail Beirut
- Brexit: Une chance? Repenser L' Europe, 9 and 11 January 2017 IDKK, Athens and Thessaloniki
- The irradiation of Christians nowadays IDKK and Konrad Adenauer Stiftung Greece, January 2017, Athens
- Religious Radicalism: A Challenge for Europe" 29 September 2016 Goethe Institute Athens
- Climate change and new policies - EU and Greece, 13 July 2016, Eugenides Foundation Athens,
- Commemoration of the international day for social justice 20 February 2015 ESCWA
- Expert Group Meeting on Inclusive Social Development, 5,6,7, November 2014, ESCWA, Beirut,
- The commemoration for the international day of people with disabilities, 3 December 2014 ESCWA
- "Join the debate," European Parliament MEP's election, April 28, 2014, Bristol
- Model United Nations Society in Bristol (2013-2014)
- Parliamentary Simulation, USJ, Beirut May 2013

WORKSHOPS AND ADDITIONAL COURSES

- Arab Economic Forum, 12-13 July 2018 Four seasons Hotel, Beirut
- GRI certified training course May 2018
- Annual mentoring event for Women, 23 March, 2018, Sursock,
- International women day, UN Women, 8 March, 2018, Esa Business school
- Beirut, Women in Data Science Stanford, 5 March, 2018, AUB, OSB, Beirut,
- H2020 horizon, Workshop on how to prepare a proposal, 15 February 2018, Bristol Hotel,
- Course on Procurement procedures with the Office of the Minister of State for Administrative Reforms, 4-8 September 2017, Radisson Blu hotel, Beirut,
- Course on Auditing Procedures with the Office of the Minister of State for Administrative Reforms 13-17 November 2017, Radisson Blu hotel, Beirut,
- Multi-stakeholders SDG forum, UN GCNL 10 October 2017, AUB, Beirut
- Workshop on gender mainstreaming and action planning for political parties, OMSWA and Konrad Adenauer Stiftung 28 September 2017 & 6 October 2017 Riviera Hotel Beirut
- Workshop on building capacities for the SDGs, OMSWA and ESCWA 19-20 September 2017 Beirut
- Workshop on Effective Communication in Politics, British Council 2-4 August 2017 Padova Hotel
- Advancing a National Adaptation Plan for Climate Change in Lebanon, MOET 4-5 July 2017, Movenpick hotel
- Lebanese SME Forum, Ministry of finance 11 July 2017 Biel
- Women access to justice 5-6-7 July 2017 Justice without frontiers & Ministry of Justice, Maison de l'Avocat
- Masculinity in the Arab world "trajectories to peace and gender equality" 2-3-4 May 2017 Movenpick
- TAIEX Expert Mission on Drafting the Gender Equality Strategy, EU office and OMSWA 19-23 June 2017
- Training Lebanese SME's on drafting anti-sexual harassment guidelines & policies 10 June 2017 AUB Beirut,
- Workshop on "Women's Work Policies" 23 May 2017 UNIC and Smart Centre UN house
- Workshop on Women Political participation 15-19 May 2017 OMSWA and Chile Embassy, Beirut
- National Dialogues on the implementation of Agenda 2030 for the SDGs April 4 and 5 AUB
- Workshop on Discrimination and Sexual Harassment AUB KIP project March 31st April 1st AUB
- Women's quota parliamentary elections UNDP LEAP UN House office

REFERENCES

- Mr. Elie Sadaka DPD Baladi Program
- Mrs. Christine Sayegh, Program management Specialist USAID
- H.E. Jean Oghassabian Minister of State for Women's Affairs
- Mrs. Abir Chbaro Advisor to the Minister of State for Women's Affairs
- Dr. Dima Jamali, MP and president of the GCNL
- Mrs. Rodi Kratsa, Former VP of the European Union Parliament
- Mrs. Imane Abou Jawde, Senior analyst quantum Communications
- Mrs. Naella Haddad DOC, UN ESCWA,
- Mrs. Maha Chalabi, President of AIST
- Mr. Gaby Nasr, Copy right director, L'Orient le Jour