

Farah A. Anouty

Address: Mar Elias, Beirut - Lebanon

Phone Number: +961-3-085627

E-mail Address: farah.anouty@hotmail.com

OBJECTIVE

Seeking a full-time career.

EDUCATION

From 08/17 to current **Lebanese American University** Beirut, Lebanon
Master of Business Administration – MBA, Business Administration and Management, General

From 09/10 to 06/13 **American University of Beirut** Beirut, Lebanon
Bachelor of Science in Environmental Health, with Minor in Public Health
Date of Graduation: June 2013
Courses Taken: Water & Wastewater Treatment Processes, Food Quality & Safety, Air Pollution, Occupational health & Hygiene, Management of Municipal & Hazardous Solid Waste, Instrumentation, Analytical Techniques & Sampling, Environmental Management Tools & Applications: Environmental Impact Assessment (EIA) and Environmental Audits (EA), and Summer Field Training.
GPA over 100: 78.22

From 09/96 to 06/10 **Hariri High School II** Beirut, Lebanon
Lebanese Baccalaureate: Official in 2010
Mention Good

EXPERIENCE

From 03/17 to current **Norwegian Refugee Council (NRC)** Beirut, Lebanon

Position Held: **Lebanon Humanitarian INGO Forum (LHIF) Admin Assistant**

- Served as the executive assistant to the LHIF Country Coordinator (and to the Chair of the LHIF Steering Committee as/if needed on LHIF-related issues).
- Improved LHIF information sharing, supported the smooth functioning of internal LHIF operational and monitoring systems.
- Facilitated accurate public information about LHIF's mission and activities.
- Ensured smooth running of regular LHIF Secretariat office functions, including procurement of required goods and services, scheduling, transportation, expenditure tracking. Reception, and other administrative functions, in close cooperation with the policies of LHIF's Host Agency, the Norwegian Refugee Council.
- Managed organization, scheduling, venues, and other logistics for regular and ad hoc LHIF coordination meetings, workshops and events.
- Maintained up to date contact lists of LHIF members, observers, and relevant partners including UN agencies, local/national NGOs, and the donor/diplomatic community.
- Ensured that relevant reports, announcements and updates are timely and consistently circulated to LHIF members, observers and partners via regular LHIF digest emails and newsletters.
- Maintained the LHIF website and dropbox, ensuring the information remains systematically up to date.
- Tracked and reported on LHIF member attendee and participation statistics.
- Provided unofficial translation of written text from English to Arabic and Arabic to English as needed (e.g. media articles, government decrees, LHIF communication materials).
- Collected data from members to support LHIF coordination, communication and advocacy as requested.
- Recorded and disseminated detailed notes of LHIF Plenary meetings and other meetings as requested.
- Developed good working relationships with key administrative staff among LHIF members and partners, to better facilitate scheduling and information management.
- Monitored LHIF emails received and forwarded messages to the appropriate LHIF Secretariat staff and Steering Committee members as needed.

From 04/14 to 02/17 **GFA Consulting Group - Ministry of Environment (MoE)** Beirut, Lebanon
EU funded Project "Support to Reforms – Environmental Governance"

Position Held: **Office Manager**

- Coordinated the work of the office and with that of the financial assistant.
- Communicated with clients and suppliers including the provision of signed requests for approval to the Project Administration Office and, if required, to the EU Delegation.
- Communicated as required with GFA project staff based in Hamburg
- Supported the organization of promotional events, steering committee meetings, inter-Ministerial Working Groups and other meetings.
- Provided logistical support to all such meetings and to events such as training/ workshop/ visits (catering, equipment, promotion material).

- Made arrangements for the non-routine travel of experts and project staff by taxi, rent-a-car or other means, e.g. to field visits or events held outside Beirut
- Couriered original project documents to GFA, Hamburg, on a monthly basis
- Prepared the draft minutes of weekly project progress meetings
- Translated documents from English to Arabic and vice versa
- Assisted the Registrar and HR department of the Ministry of Environment (e.g. entered data, archiving, registration etc.)
- Prepared a contact details database for the Ministry of Environment
- Formatted and edited reports
- Fixed experts' CVs into EU formats
- Maintained correspondence files and ensuring they are available for reference
- Maintained, updated and distributed project files
- Ensured that all relevant project documents are updated and on disposal to all short and long-term experts
- Received and redirected phone calls
- Supported team members in making arrangements for any field visits.
- Maintained office supplies (stationary and consumables) and managed the preparation and supply of project items

From 01/14 to 03/14

American University of Beirut (AUB)

Beirut, Lebanon

Position Held: **Research Assistant - Field work survey**

- Visited 300 randomly selected households in the Administrative Beirut Area (ABA) in Lebanon and filled out surveys concerning the management of pharmaceutical waste at the residential level
- Entered Data
- Analyzed Data

From 09/13 to 11/13

Arab Forum for Environment and Development (AFED)

Beirut, Lebanon

Position Held: **Intern**

- Participated in and was one of the organizers of the AFED Annual Conference in AUS, Sharjah – UAE 28th & 29th Oct 2013
- Communicated with attendees of the conference
- Coordinated with them about their roles and specific details of the conference
- Sent Invitations to the conference, meetings and Gala Dinner to the attendees via email
- Tweeted live tweets of what was happening during the conference
- Entered Data

PROJECTS ACCOMPLISHED

University Project: Landmines, Who do they harm the most?

SUMMARY SKILLS

COMPUTER SKILLS: MS Word, Excel, PowerPoint, SPSS, Internet use

LANGUAGES: Fluent in English and Arabic

SOFT SKILLS: Leadership, Communication, Planning, Team-Building, and Organizing

TECHNICAL SKILLS: Surveying

INTERESTS AND HOBBIES

- Sports: Swimming, Gym, Football
- Social: Shopping, Social Networking

REFERENCES

Available upon request