

EDUCATION

09/08 - 01/13	American University of Beirut Bachelor of Arts, with emphasis on Sociology and Anthropology	Beirut, Lebanon
09/02 - 06/08	International School of Choueifat High School Diploma	Beirut, Lebanon
09/05 - 06/02	International School of Choueifat Preschool and Primary School	Cairo, Egypt

EXPERIENCE

01/19 – Present	International Labour Organization Programme Assistant for the Regional Programming Unit <ul style="list-style-type: none"> • Provide programmatic support on the design, support, monitoring and reporting functions for ongoing projects in the Arab States. This includes overlooking a portfolio of around 40 projects in 12 countries. • Assist in the monitoring of expenditure, advise on resource allocation, prepare budget revisions and financial reports. • Provide regular support and on the job training on to project staff, including staff in the field offices of the region, on programmatic and administrative procedures. • Follow up on programmatic issues with technical and functional departments in ILO-HQ. • Compile, organize and disseminate data related to technical cooperation status and delivery in the region and support the preparation of background information. • Review deliverables and process payments related to projects while ensuring adherence to financial rules and procedures. • Support monitoring & evaluation and resource mobilization functions. 	Beirut, Lebanon
02/17 – 12/18	Future TV Line Producer & Reporter with Zaven Kouyoumdjian in BalaToulSire show <ul style="list-style-type: none"> • Research topics and compile data • Conduct interviews and produce reports • Act as a guest producer when needed • Interview guests on site, at the studio, and online as needed • Participate in the weekly wrap up segment of the show; live on air • Manage social media 	Beirut, Lebanon
09/15 – 12/18	Ana Aqra Association Head of Communications <ul style="list-style-type: none"> ➤ Development & Coordination of Partnerships <ul style="list-style-type: none"> • Serve as a primary focal point and a liaison to existing and potential partnerships • Handle grant applications; draft concept notes, project proposals, log-frames, budgets, work-plans, and provide all supporting documents required by Donor(s) for short-term and long-term projects- <i>notable international organizations/ venture philanthropists include UNICEF, Porticus Vienna, Olayan Financing Group, Luminos Fund, and Al Madad Foundation</i> • Participate in negotiations with stakeholders to discuss key project requirements/ make necessary amendments • Manage small partnerships and consultancy services; review contracts, present quotations, follow up on payments • Respond to requirements by the Ministry of Education and Higher Education • Provide programmatic and administrative support to programs/projects, and represent the organization in conferences, working groups and review meetings when needed • Undertake missions to sites accompanying donors or representatives from other organizations ➤ Communication, Awareness & Visibility <ul style="list-style-type: none"> • Plan, develop, execute and review Communications Plan 	Beirut, Lebanon

- Promote Ana Aqra through awareness campaigns and overall media exposure; TV & social-media, website & blog update, social media presence (Facebook, Twitter, Instagram, and YouTube)
- Develop, produce and follow up on communication materials (audio-visual materials; photos, videos)
- Draft human-interest/success stories, quarterly and final reports, newsletters and any other written materials to represent the association
- Assist in and organize special events that promote Ana Aqra to generate public support
- Coordinate with project managers and field staff regarding donors' visibility inquiries
- Prepare briefs (draft, edit and translate background information), quarterly reports on status of implementation
- Manage data compilation, review, verification, and analysis for accurate reporting
- Ensure proper visibility during partners visits
- **Other Administrative Responsibilities**
 - Issue purchasing requests and handle the budget for Ana Aqra projects
 - Coordinate with 'Project Managers/ Coordinators & act as a liaison to ensure all requirements are met by operations team when needed
 - Act as a focal point for volunteers

02/15 – 12/18

**Freelance Producer/ Assistant Director/ Production Coordinator/ Content Developer/Editor/ Translator
Social Media Manager** Beirut, Lebanon

- Developed, edited and translated content for marketing and informative purposes; brochures, pamphlets, etc..., as requested
- Developed, edited and translated website content
- Transcribed and translated interviews for newspapers
- Produced, co-directed and co-edited more than 10 documentaries so far and a TV show
- Managed social media pages for five businesses so far (Facebook, Twitter, Instagram, and YouTube)

02/15 – 08/15

**2U2C, Zaarour Club, MTV Lebanon, (Nostalgie, NRJ and Aghani Aghani Radio Stations), Arabooking
Project Coordinator** Beirut, Lebanon

- Assist CEO in following up on ongoing projects and legal matters providing updates on work progress
- Coordinate and work closely with Executive/ Operations Managers to facilitate the implementation of several ongoing projects in seven sister companies
- Book international artists & coordinate to ensure the execution of all the necessary administrative, legal and technical procedures for expected productions which included: *Sound of Music, Le Clan des Divorcees, NRJ MUSIC TOUR 2015, Aghani Aghani Oriental Night 2015*
- Ensure the execution of all the terms and conditions on artist's/production's technical riders abiding by budgets' scopes
- Ensure suitable advertisement campaigns in favor of production's visibility and reach out
- Assist in the production of TV/Radio shows (Entertainment News on Aghani Aghani TV, drive-time radio show on Aghani Aghani radio).
- Manage social media pages and back-ends (Zaarour, 2U2C, Arabooking)
- Follow up on the renovation process of Zaarour Club
- Coordinate with suppliers and contractors to facilitate operations ensuring delivery time

03/13 – 01/15

Consultant at N.G.O. Iqra' Association supporting eight projects in partnership with UNICEF, Alfanar Organization, Al Madad Foundation and several other local initiatives such as Kayany Foundation- in collaboration with and under the supervision of the ministry of Higher Education. Four positions were assumed: Beirut, Lebanon

06/14 – 01/15

Assistant Program Director- for all existing projects in partnership with other local and international organizations and in collaboration with MEHE

- Coordinate, assist and work closely with 'Program Director', President, board members, financial controller and project coordinators/managers
- Support in developing budgets as per donors' and/or partners' requirements and ensure abiding to their scopes

- Ensure projects' outcomes are met by all team members; executive management and implementing team
- Supervise and approve of purchasing orders and keep track of the supply chain system of in-kind support items from donors as well as educational material to be distributed in public schools for refugee and underprivileged children
- Design standard reports for performance monitoring, progress tracking as well as statistical reporting
- Act as a database administrator and compile all necessary data in order to generate accurate and timely quarterly, semi-annual and final reports
- Monitor and Evaluate project's needs and progress
- Evaluate staff performance and offer general or one-on-one training and technical support when needed
- Identify gaps in execution and trouble-shoot
- Assist in organizing annual board and executive management meetings
- Communicate effectively the association's identity, mission, vision and values clearly and appropriately in conferences and workshops

08/13 – 05/14

Assistant Project Manager- for the 'Back to Learning' project in partnership with UNICEF

- Coordinate, assist and work closely with 'Project Manager', field officers and offer support as needed
- Ensure that all requirements and outputs are met on time by field officers for proper implementation of the project
- Follow up with requests on the field and make purchasing orders
- Compile data for performance monitoring, progress tracking as well as statistical reporting
- Draft and generate accurate and timely quarterly, semi-annual reports
- Monitor and Evaluate project's needs and progress internally
- Identify gaps in implementation and offer suggestions to Project Manager

03/13 – 10/14

Trainer/Assistant Trainer- on active learning; the responsive classroom approach and balanced literacy, reading and writing essentials, classroom management, e-learning and the use of technology in education, providing psychosocial support, basic literacy and numeracy as well as accelerated learning during emergencies. Conducted training sessions for members from local and international organizations including War Child Holland, BEYOND, AVSI and Rouwwad Al Tanmia

03/13 – 07/13

Project Coordinator- working with Syrian refugee children and underprivileged Lebanese learners for an inclusive and enabling safe educational environment in the 'Back to School' project in partnership with UNICEF

- Train, coach, advise and monitor teachers and school administrators on the balanced literacy approach, providing psychosocial support for children, and active learning
- Communicate with staff members and parents regarding the program and schooling process as well as work on advocacy to involve community members
- Collect data from the field using the designated evaluation tools and report findings regarding the staff's evaluation and overall performance to project manager
- Assist project manager on the field and on issues of professional performance

09/11 - 05/12

American University of Beirut Medical Center

Beirut, Lebanon

Part- time data organizer

- Enter data
- Audit, organize patients' files and report to Quality Controller

PROJECTS ACCOMPLISHED AND PARTICIPATIONS

- ❖ Performed in Ensemble Vide's concert "RIVAGES" with Ensemble 21 & Ensemble Diwan- *Switzerland 2017*
<https://vimeo.com/244810523>
- ❖ Participated in a "Strategic Thinking and Planning" and "Leadership is a Choice" training sessions by Starmanship & Associates *2017-Lebanon*
- ❖ Participated in a workshop on mental health intervention in emergencies by 'Heartland Alliance' *2014- Lebanon*
- ❖ Organized and participated in evaluation workshops on learning during emergency- *Lebanon*
- ❖ Participated in a workshop on classroom management by 'International College'- *2013 Lebanon*
- ❖ Member of the AUB Choir and Choral Society *2008-2010- Lebanon*
- ❖ Participated in several fundraising events during high school and college- *Lebanon*

- ❖ Participated in a production of “Oliver Twist” on Al-Madina theatre *2008- Lebanon*
- ❖ Participated in Model United Nations *2007- Lebanon*
- ❖ Participated in “El Noss El Helw” Ramadan Series with Samir Ghanem- MBC Production *1997- EGYPT*

SUMMARY OF SKILLS

LANGUAGES: Fluent in English and Arabic (writing, reading and speaking), with intermediary knowledge in French (writing, reading and speaking), and basic knowledge in Syriac (writing, reading and speaking)

KEY SKILLS: Strong Work Ethics, Communication (oral & written), Public Relations, Problem Solving & Analysis, Patience & Flexibility, Working under Pressure, Negotiation, Working independently and with a team, Coordination, Detail-oriented, Cultural Awareness, Proposal Writing, Report Writing (narrative & statistical), Designing Work-plans, Data Compilation and Analysis, Monitoring and Evaluation, Financial Planning/Budgeting, Project/Event Planning, Fundraising, Business Development, Logistics, Training

COMPUTER SKILLS: MS Office, CRM & ERP (Oracle & Focus), ActivityInfo, Content Management Systems (including WordPress, Joomla), Digital Marketing & Campaigning (AdWords, Facebook Ads), Audio & Video Editing, Photoshop, managing social media accounts, SPSS, AS/400 and Laserfiche

INTERESTS AND HOBBIES

- Social & Cultural: Volunteering, Reading- historical, philosophical, and cultural related books
- Artistic: Singing, painting and sculpting
- Sports: Swimming, hiking and cycling