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PROFESSIONAL EXPERIENCE



July 2018 – Present: Institut Européen de Coopération et de Développement (IECD), Beirut
 Project officer – “Skills For your Business” entrepreneurship project

- **Project and budget management** : launching, planification and implementation of an entrepreneurship project for young vulnerable people with a technical background, budget management (estimated budget, budgetary control).
- **Organization of trainings** : selection of trainers, organization of trainings for entrepreneurs-to-be, facility and equipment management, selection of members of the jury and organization of the jury.
- **Establishment and maintain of partners relationships** : development of partnerships (i.e. microfinance institutions), partnerships with private sector, evaluation of trends in the Lebanese entrepreneurship ecosystem.
- **Monitoring, evaluation and reporting** : data collection, impact analysis, improvement in quality, reporting for donors on project's progression.



January 2016 – June 2018 : Institut Européen de Coopération et de Développement (IECD), Beirut (July 2016 - present) and Paris (Janv - June 2016) offices
 Monitoring and evaluation coordinator

- **Responsible for ongoing donors' relations**: daily follow up of activities, contractual negotiations, communication updates, newsletters.
- **Monitoring and evaluation**: created and developed tracking tools for supported projects, M&E plan, data consolidation, impact analysis and project follow-up.
- **Managing all stages of various proposal submissions and reporting**: concept note, logical framework, proposal writing. Successfully achieved fundraising goals – 450k EUR (French Development Agency), 250K EUR (Monaco's Department for International Cooperation), UNHCR, private donors.



December 2014 – June 2015: Office of the United Nations High Commissioner for Human Rights (OHCHR), Geneva
 Assistant to the Chief of Section – Middle East and North Africa Section, Field Operations and Technical Cooperation Division

- **Writing and presenting a report** on the Cameroonian HR Institution and the Malawi HR Institution before the Subcommittee on Accreditation of the International Coordinating Committee.
- **Drafting of mission reports and briefing notes, preparation of presentations and geopolitical analysis on future human rights challenges** in the MENA region.
- **Organization of an entire human rights induction seminar** for Parliamentarians of the Mediterranean region.



June 2014 – December 2014: Handicap International, Lyon
 Assistant to the human resources coordinator

- Preselection and intern recruitment.
- Monitoring of administrative follow-up for expatriates on the Syrian Crisis desk.
- Organization of induction seminars for expatriates preparing for departures.



June 2013 – October 2013 : Gers Développement – Economic Development Agency of the Chamber of Commerce and Industry of Gers region, Auch, France
 Assistant to the ‘Chargé d'affaires’

- **Donors' relation and customer acquisition.**
- **Media relations** (organization of a press conference, implementation of the media plan), revision and conception of a new website.
- **Linking with local authorities.**

PUBLICATIONS

Free-lance journalist

- Web blog on orientation and employment in Lebanon, **Zabetne La Zabtak**, 2019.
- « *La scène politique libanaise à son tournant : une nouvelle opposition se prépare à la course aux législatives* », 08/10/2017, **Le Vent Se Lève**, France
- “*Questions and answers on the first parliamentary elections since 2009 in Lebanon*”, 25/04/2018, **Denik Referendum**, Czech Republic
- Report of 4 articles, « *Pesticides : silence, on pulvérise* », 31/10/2018, **Le Commerce du Levant**, Lebanon
- « *Des élections législatives non démocratiques selon la LADE* », 28/12/2018, **Le Commerce du Levant**, Lebanon
- « *La politique plein le sac* », 28/12/2018, **Le Commerce du Levant**, Lebanon

EDUCATION

2015 – 2016 : Université Jean Moulin Lyon 3, Lyon France

Master's degree in Political Science and International Relations, specialized in NGOs and International Organizations

Master's thesis : *La mesure de l'impact des interventions des ONG dans les contextes d'urgence et de développement : outils et utilités.*

2012 – 2016 : Toulouse Business School, Toulouse France

Grande Ecole, Master's Degree, « International Business », Honors

2012 – 2014 : Université Toulouse 1 Capitole, Toulouse France

Bachelor Degree in Public and International Law

2010 – 2012 « Classes Préparatoires aux Grandes Ecoles », Lycée St Sernin, Toulouse, France

Intensive courses leading to the entrance examination of the French « Grandes Ecoles », specialized in French and English literature

SKILLS

Languages: French (native), English (fluent), Spanish (good knowledge), Arabic (beginner)

IT: Pack Office (Excel, Word, PowerPoint), Outlook, CRM software Salesforce, marketing software GetResponse