

Mariam Sabalbal

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OBJECTIVE

Industry sector: International Relations, Business development, PR & communication.

Job title: Project development, Public Relations personnel, Executive Assistant and Media Executive.

EDUCATION

July 2020 – August 2020

HarvardX by Harvard Business School

Tripoli, Lebanon

Entrepreneurship in Emerging Economies

An interdisciplinary approach to understand how entrepreneurship solves complex social problems in emerging economies
A certified online course (Business & Management)

September 2013 - June 2017

American University of Beirut

Beirut, Lebanon

Bachelor degree in Nutrition and Dietetics

Minor in Business Administration

GPA of **3.5 over 4**

Dean's honors list

Courses taken: **Business Management, Marketing, Accounting, Food service and management, Anatomy, Sports Nutrition.**

Personal Trainer from International fitness Professionals Association (IFPA)

September 1998 - June 2013

Ecole Française internationale de Djeddah

Jeddah, Saudi Arabia

French Baccalaureate: Class of 2013

EXPERIENCE

March 2019 – December 2019

Trablos First (Local NGO)

Tripoli, Lebanon

Positions Held: Local Project Developer

Project Research and development (Donors & funds hunt)

Business Development, Grant administrator, Public Relations associate and networking

Regional Head office Responsible

Financial Officer, Bookkeeping and Administrative tasks.

Event Planning and social Media Coordinator, Community Outreach Advisor

September 2018 – March 2019

Clemenceau Medical Center (CMC)

Beirut, Lebanon

Dietary intern for 6 months (obligatory for the Lebanese colloquium)

Clinical Nutrition concentration completed.

Rotation program: Medical, surgical, oncology, dialysis, maternity, pediatrics, ICU, cardiac Unit, food service and community nutrition.

Completed the **First aid and CPR** training in collaboration with the **American heart association - AHA**

Better From Scratch (part-time job)

Position held: Customer service in a bakery shop

Responsible for attracting potential customers;

Handling customer accounts;

Customer information data entry;

Resolving service problems;

Selecting the best solution expediting adjustment; following up with customers.

August 2017 - August 2018

Business Incubation Association in Tripoli (BIAT)

Positions Held: International Relations and Development

Writing projects, proposals, concept notes, business plans

Creating and maintaining comprehensive project documentations, Tripoli, Lebanon
managing project delivery on time, maintaining the
communication and coordination between partners,
Attending meetings with different involved partners
Director's executive assistant
Planning and reporting daily tasks
Documenting minutes of meeting
Following-up on emails, phone calls and meetings schedule

September 2016 - May 2017 **American University of Beirut** Beirut, Lebanon
Position held: Administrative Assistant
System files tracking, physical documents tracking
Data entry in the database, confidentiality
Efficient and timely retrieval of files
Receive, record and forward incoming correspondence
Schedule interviews and communicate with applicants
regarding their scheduled appointment.

October 2014 - May 2016 **American University of Beirut** Beirut, Lebanon
Position Held: SRC for the Faculty of Agriculture & Food Science
To improve student life on AUB campus

Position Held: Cabinet member in the nutrition society
Organizing many activities related to nutrition such as
Diabetes month, breast cancer awareness and fund raising.

December 2014 - December 2015 **Fitness Spice clinic, sport clinic** Beirut, Lebanon
Position Held: Personal Trainer (Part-time job)
Workout program and design for clients

PROJECT PROPOSALS AND PROJECT COORDINATION

EUROPEAID "Promoting innovation and entrepreneurship in support to Lebanon's clean energy transition" (2019-2022)
WFP "Business startup and social initiative creation and access to the job market" (2018)
EXPERTISE FRANCE funded by European Union "Wood Processing Private Sector Development Programme" (2016 – 2019)
ASFARI FOUNDATION "Youth empowerment program: entrepreneurship" (2018-2020)
GIZ "Cash for Work" and "Local Development Program for Deprived Urban Areas in North Lebanon" (UDP_NL) (2018)

SUMMARY SKILLS

LANGUAGES: Fluent in English, Arabic, French and Spanish (writing, reading and speaking) with basic knowledge in Turkish and Italian (speaking).

COMPUTER SKILLS: Microsoft Word, Excel, PowerPoint, Access, Adobe Photoshop, Internet surfing, SPSS.

SOFT SKILLS: Leadership, communication, strong interpersonal skills and transformational leadership skills, inquisitive, team player, organizational, management, punctual, well-organized, quick learner, very good public speaking, motivated with getting things done, flexible, dynamic, knowledge in and affinity with digital, responsible, committed, good analytical skills.

RESEARCH SKILLS: Data collection using SPSS
Data analyzing
Oracle
Research (scientific articles, review in databases).

INTERESTS AND HOBBIES

Sports: Tennis, jogging, basketball, swimming, dance.
Artistic: piano (6 years' experience) and interest in jewelry, home & lifestyle trends.
Cultural: Reading and learning new languages.
Social: very interactive and outgoing.

REFERENCES Available upon request
