

HASSAN H. RIMMANI, MSc
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Beirut, Lebanon

Education

- 2013 – 2019 **American University of Beirut (AUB)** **Lebanon**
- **Master of Arts in Public Administration**, granted in July 2019
 - **Bachelor of Arts in Public Administration**, granted in May 2017
- 1998 - 2013 **Rawdah High School** **Lebanon**
- **Lebanese Baccalaureate II, Life Sciences**

Work Experience

- August 2017 – August 2018 **Global Evidence Synthesis Initiative** **Lebanon**
Administrative Researcher at the Global Evidence Synthesis Initiative located in the American University of Beirut – Medical Center (AUBMC). Duties included:
- Providing administrative, financial and research support for timely delivery of deliverables and reports
 - Organizing and conducting meetings (Online and face-to-face)
 - Assisting on financial matters, grants and contracts
 - Assisting in developing documents such as proposals and monthly/quarterly progress reports
 - Supporting organization and delivery of conferences, workshops and trainings
 - Assisting on building and maintaining different social media platforms
 - Communicating and following-up with centers on projects.
- June 2016 – August 2016 **Ministry of Education and Higher Education** **Lebanon**
Intern at the Reaching All Children with Education: Program Management Unit - Human Resources Department. Duties Included:
- Aiding in organizing the employees' files, receiving CVs, and arranging for meetings

Certifications

- January 2018 **CITI Program - Social and Behavioral Responsible Conduct of Research**
July 2018 **Title IX Certificate - Intersections: Supervisor Anti-Harassment & Title IX (EDU-US)**
March 2019 **CITI Program - Social & Behavioral Research - Basic/Refresher**

Extracurricular Activities

- September 2015 – May 2017 **Lebanese Red Cross** **Lebanon**
Volunteer
- Planning and participating in events related to the people in need
 - Spreading awareness concerning various health related issues (AIDS, cancer, etc..)
 - Food drives in order to collect food for the people in need across Lebanon
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- July 2014 - September 2015 **Children's Cancer Center of Lebanon (CCCL)** **Lebanon**
Volunteer

Skills and Interests

Languages: Arabic (Native) and English (Fluent)
Soft Skills: Research, Leadership, Communication, Management, Team Work, Event Planning, and Public Speaking.
Running and managing social media platforms: Twitter, YouTube Channel, LinkedIn
Websites and Programs: Good command of Oracle Database, Website Administration, and SPSS
Microsoft office: High level mastery of MS PowerPoint, MS Word, and MS Outlook. Good command of MS Excel.