



# NEHME HRAJLI

A self-motivated, passionate and resourceful project coordinator with an in depth understanding of all aspects of project implementation and field coordination. An experience in operations, logistics and project planning. A rock solid background in humanitarian work especially with young & vulnerable people from all backgrounds, well presented with excellent communication skills, effectiveness in problem solving and multi-tasking.

## Education

**Bachelor in interior architecture – AKU (Al Kafaat University) - 2017 Graduate**

**Collège Des Frères - Sacré-Cœur, Gemmayzé - 2012 Graduate (Life Sciences)**

## WORK EXPERIENCE

**Validation Officer, Casual/Social Worker**

**World Food Program & World Vision- Feb 2021 – April 2021**

- Registration & case validation of the beneficiaries.
- Conducting an assessment according to protocols.

**Validation Officer, Casual/Social Worker**

**UNICEF & World Vision: Emergency Beirut Explosion Cash Response - Sep 2020 - Jan 2021**

- Conducting remote & mobile validation of the beneficiaries.
- Onsite registration & case validation of the beneficiaries.
- Apply the COVID-19 precautions.
- Screening protocols, bio data, category & residency validation.

**Operations & logistics specialist/Procurement officer/ Project coordinator & Event planner**

**(Beirut & Riyadh) Arabnet - Beirut Digital District - Oct 2018 - May 2020**

- Supervising the implementation and setup of the event (15K+ attendees)
- Floor plan management: Executing the floor plan on AutoCAD.
- Manage the set-up and high-quality production of the event on site.
- Key liaison between clients, vendors, event managers, in-house designers & departments.
- Apply for licenses, permits, passports & visas required with the relevant authorities.
- Logistics management & inventory control of all equipment, & materials.
- Booths Designs: Designing the booths & lounges on 3D max.

**Procurement, Logistics & operations officer /Project coordinator & Event planner**

**iFreestyle Group - Beirut Digital District - Apr 2018 - Aug 2018**

- Planning and scheduling projects, spaces and logistics.
- Ensuring insurance, legal, health and safety obligations are adhered to.
- Prepare BOQs & Coordinating with venue, suppliers, and concerned focal points.

**Account executive/Event planner/Assistant manager**

**Fiesta Group - Jul 2017 - Mar 2018**

- Planning and scheduling projects, spaces and logistics related to event.
- Ensuring insurance, legal, health and safety obligations are adhered to.
- Prepare BOQs & Coordinating with venue, suppliers, and concerned focal points.

**Educator/Social Worker**

**Lebanese Autism Society (NGO) - Sep 2014 - Jul 2017**

- Providing one-on-one ABA-based training to young autistic children.
- Following structured teaching plans to teach new skills and reduce challenging behaviors.
- Collaborating with school administrators, counselors and psychologists and parents.
- Reporting to behavior analyst on patient progress.
- implement feedback during each therapy session or workshop

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## EDUCATION

**Interior architecture Diploma – AKU (Al Kafaat University)**

2017 Graduate

**Collège Des Frères - Sacré-Cœur, Gemmayzé**

2012 Graduate (Life Sciences)

## LANGUAGES

Arabic //

English //

French //

## TRAININGS

- GBV ; Gender based violence
- PFA : Psychological first aid
- Emergency cash response training
- Assessment conducting training

## VOLUNTEERING

**Le Mouvement Social - Sen El Fil & Badaro (2010 -2012)**

**Social Worker: young and vulnerable communities from different areas in Lebanon**

**(Violence & education for youth)**

- Meetings with municipalities, colleagues, and NGO representatives.

- One-on-One interview with beneficiaries.

- Statistics and analyzing for a more stabilized socio-economic community.