

# Sara Saad

Beirut, Lebanon

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## EDUCATION

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- **American University of Beirut - Olayan School of Business** - Pursuing MBA Degree Ongoing
- **American University of Beirut - Faculty of Health Sciences** - Biostatistics course & SPSS application Sep 13 - Dec 13
- **American University of Beirut – Faculty of Medicine** - Master of Science Degree - Major Physiology Feb 06 - Oct 08
- **Lebanese University - Faculty of Sciences** - Bachelor of Sciences degree - Major Bio Sep 01 - Jun 05

## PROFESSIONAL EXPERIENCE

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### MIDDLE EAST AFRICA TRADING ORGANIZATION (MEATO)

Beirut, Lebanon | Mar 18 - May 18

#### Product Manager - Gastroenterology Equipment Line

- Managing the development of sales and marketing of the following brands: Endoflex, Life partners, Kibion, Certest, Helioscopie, M.I.C., Endo-technik, and others.

### ECONOMIC & SOCIAL FUND FOR DEVELOPMENT (ESFD)

Beirut, Lebanon | Aug 13 – Jan 18

#### Project Management Officer (2016-2018)

- Audited credit file applications and loan approvals externally and internally; followed up on aged arrears; followed up with field officers on administrative issues; drafted quarterly reports; regularly updated the existing database of loans; and resolved data base queries in close coordination with senior MIS expert.

#### Community development officer (Full time) (2015-2016)

- Desk Review “manual of procedure” and “strategy” of community development unit
- Draft operational plan for project sustainability according to proposed methodology
- Design and elaborate “project profile” as tool for project review
- Establish comprehensive data base for all previous ESFD implemented projects
- Attend field visits and interviews with project owners and operators
- Conduct SWOT analysis for selected projects
- Continuous follow up on operational status of selected projects
- Draft progress report
- Assisted in creation of filing archive system with executive assistant

#### Procurement assistant (EU procedures) (2013-2015)

- Desk review of the “practical guide” for EU procurement procedures
- Assisting in founding procurement unit at ESFD
- Assisting in conduction of procurement of works, services and supplies
- assisted in conducting bid opening and evaluation sessions (as per EU procedures)
- Drafting evaluation reports, RFQ, RFP, evaluation matrix and Canvas, awarding notes and contract agreements as per EU and UNDP templates and procedures
- Drafting minutes of meeting

### LEBANESE INTERNATIONAL UNIVERSITY (LIU)

Beirut, Lebanon | Feb 10 – Sep 12

#### Biology Instructor- School of Arts and Sciences

- Taught Biology Courses and Laboratory Techniques (Courses covered: General Biology and General Biology Laboratory)

### AMERICAN UNIVERSITY OF BEIRUT MEDICAL CENTER

Beirut, Lebanon | Oct 08 – Sep 12

#### Clinical Research Assistant / Research Assistant

- Assisted in clinical study phase II with Novartis Oncology, audited CRF's, completed GCP training, assisted in clinical study monitoring, published articles in peer reviews journals and concluded retrospective study.
- Performing all laboratory work related to thesis (PCR, Western blot, RNA extraction, Cell culture, protein extraction)
- Thesis presentation (public presentation and discussion of thesis before research committee at AUB – FM and audience)
- Assisted in Regulatory submissions and communications with PI and IRB
- Resolved queries on eCRF's
- Monitored Master Clinical File with CRA's

- Reviewed Scientific Literature
- Assisted in proposal writing
- Recruited study subjects for enrollment in study( with informed consent form signature)
- Learned and applied basic SPSS (statistical program for Social Sciences)
- Acquired the GCP certificate with Novartis Oncology.
- Liaising with PI, Sponsor, CRO, Monitor, CRA's and patients
- Extracting data from charts and medical files
- Data entry on Case Report Forms / Oracle (paper and e-CRF's)
- Maintaining archive for study documents such as ITMF
- Keeping track of serious adverse events sent by email from different sites
- Supporting Clinical Research Associate (CRA) and study monitor's
- Attended Good Clinical Practice Workshop (Certificate of GCP)
- Followed up with patients and sponsor (Novartis)
- Ensured abiding to Good Clinical Practice guidelines

## **GOLF PHARMACY BIR HASSAN**

Beirut, Lebanon | May 12 – Jul 13

### **Pharmacist Assistant**

- Plan daily work agenda
- Customer Support
- Pricing
- Purchase and procurement
- Sales support

## **ACCOMPLISH**

Beirut, Lebanon | May 10 – Jul 11

- Market study (Achieved Over target!)
- Recruited top 8 pharmacies in Beirut
- Trained pharmacist on study survey
- Collected finalized survey data in timely manner
- Monitored data collection through planned visits.

## **WORKSHOPS/CERTIFICATES**

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- Good clinical practice (ich-gcp) training certificate - Accredited by the faculty of pharmaceutical medicine royal college of physicians London; 13 cpd credits) (2011-2012)
- CITI Completion of Biomedical Research - Basic/Refresher (2011-2012)

## **LANGUAGES & COMPUTER SKILLS**

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- Arabic (native language), English (Fluent), French (Fluent)
- MS office (Word / Excel / PowerPoint)

## **PUBLICATIONS**

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- Practical approach to the child presenting with back pain. Haidar R, Saad S, Khoury NJ, Musharrafieh U. Eur J Pediatr. 2010 May 22.
- Role of insulin on jejunal PepT1 expression and function regulation in diabetic male and female rats. Der Boghossian AH, Saad SR, Perreault C, Provost C, Jacques D, Kadi LN, Issa NG, Sibai AM, El-Majzoub NW, Bikhazi AB. Can J Physiol Pharmacol. 2010 Jul;88(7):753-9.
- Lumbar disc herniation in young children. Haidar R, Ghanem I, Saad S, Uthman I. Acta Paediatr. 2009 Jul 31. [Epub ahead of print].
- Discitis in toddlers: Report of two cases and review of the literature. Haidar R., Muwakkit S.A., Saad S., Dbaiho G.S. The journal of pediatrics. (2009) (Accepted for publication).
- (Thesis) Saad, S. (Nov 2008) Effect of insulin on the expression of jejunal oligopeptide transporter PepT 1 through transcription factors JunB and Cdx2 in type one diabetes mellitus. American University of Beirut, Physiology Department. (available in Saab Medical Library at AUB)