



Marie-Chantale Sundberg

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SUMMARY

Dynamic and versatile professional, fluent in French, English, Arabic and German, with a good knowledge of Spanish, highly interested in new technologies, well versed in business and trade (laws, networks and procedures) in several countries, well-traveled -- 5 continents, lived in Germany, Lebanon and the Philippines.

Key strengths include: analytic and business skills along with human qualities, very good presentation skills and experience in delivering training programs, ability to enhance professional performance and to learn using new programs.

EXPERTISE

- ✧ Leadership / People management
- ✧ Team work assessment
- ✧ Lecturer and trainer
- ✧ Feasibility studies and business plan writing
- ✧ Economic analysis
- ✧ Industrial manufacturing and retail sales
- ✧ Savvy in economic and trade issues and laws
- ✧ Audit and Compliance
- ✧ AML expertise – CAMS and CAMS-FCI
- ✧ Banking operations

CERTIFICATIONS

- ✧ CAMS (Certified Anti-Money Laundering Specialist)
- ✧ CAMS-FCI (advanced Financial Crime Investigations certification)
- ✧ CISI (Chartered Institute for Securities & Investment) - Lebanese Financial Regulations
- ✧ LEAEM (Lebanese-European Academy of Emergency Medicine) - First Aid / Heart saver Provider
- ✧ CCIA Certificate of Training in Trade Finance
- ✧ WSI Digital Marketing for Professionals
- ✧ Certified NLP practitioner

CAREER HISTORY

Employer: SEG sarl, Lebanon

Position: Assistant Regional Manager (Morocco, Ivory Coast, Cameroon, Iraq)

Dates: October 2015 – till present

- ✧ Draft and update company's procedures and standard forms and insure the compliance thereto
- ✧ Define and manage tools for better cost controls and governance
- ✧ Assist in conducting selection interviews and evaluating candidates
- ✧ Oversee evaluation process and ensure proper performance evaluation is conducted
- ✧ Conduct audits and reviews, follow up on letters of credit
- ✧ Oversee software development
- ✧ Support teams on procurement from Beirut when needed

Employer: BLC Bank SAL, Lebanon

Position: Senior Compliance Officer

Dates: July 2012 – September 2015

- ✧ Coordinated with all departments to ensure compliance with laws and regulations.
- ✧ Trained employees, peers and seniors, on AML-CFT and FATCA.
- ✧ Analyzed, investigated and reported on various cases/files to managers: offshore & corporate accounts, STR reviews, etc.
- ✧ Controlled the flow of operations, monitored and investigated transactions / co-wrote internal procedures.
- ✧ Prepared correspondence and reports to SIC and internal/external audit requests.
- ✧ Assisted in processing of Straight-Through Processing transactions whenever needed.
- ✧ Tested DNFS and AML Reporter new engines, CBS FATCA solution before implementation.

Employer: LAGOPA, Cyprus / Germany / Philippines / Lebanon
Position: Owner and CEO of the brand, Managing Director of the factory and the showrooms
Dates: June 2007 – June 2011

- ✧ Managed the international exposure (fairs and visits)
- ✧ Maintained new/old business contacts
- ✧ Coordinated procedures and decisions to be made with the partners and between all our locations
- ✧ Managed the Main Office in Cyprus
- ✧ Supervised creative team and workshop in Lebanon
- ✧ Oversaw showrooms in Germany and Mallorca
- ✧ Ran production plant in the Philippines

Employer: CIEL SARL, Lebanon
Position: Assistant General Manager
Dates: January - August 2007

- ✧ Assisted the General Manager in the management of the company
- ✧ Coordinated the set-up of policies and procedures with the company's consultant
- ✧ Wrote and maintained the company manual
- ✧ Audited the departments
- ✧ Insured new policies compliance
- ✧ Prepared statistics and issued regular reports on the company's performance
- ✧ Participated in the recruitment process and managed employees

Employer: IBL Bank SAL, Lebanon
Position: Internal Auditor
Dates: July 2002 - December 2006

- ✧ Performed obligatory reserve calculation / loan and deposit accruals
- ✧ Performed daily / monthly correspondent banks reconciliation along with trade/value dates and exchange rates
- ✧ Performed daily control of placements (lending and borrowing) with correspondents
- ✧ Assigned audits in order to assure that controls operate effectively
- ✧ Conducted audit reports and memos next to office work
- ✧ Updated the money-laundering file
- ✧ Followed up on dormant accounts

Employer: OMSAR (Office of the Minister of State for Administrative Reform), Lebanon
Position: Position and Classification Team (PCT) member
Dates: April 2001 - June 2002

- ✧ Performed data collection on the Lebanese administration (various ministries and institutions)
- ✧ Wrote job descriptions and created a repertoire on each ministry / public organ
- ✧ Established contacts and followed up with public sector institutions

EARLIER CAREER

April - July 2003 "International Marketing" Instructor at Mediterranean University of Beirut (Lebanon)
March - July 2000 Part time supervisor at the Computer Lab of ESA Business School (Lebanon)
July - Sept. 1999 Assistant to the Operational manager at Liban Park SAL (Lebanon)

PRO BONO WORK

May 2016 till present Coaching and practicing motivational activities
July 2014 till 2017 Presiding the Communication Committee at the St. Georges Parish Dekwaneh (Lebanon)
January - Sept. 2000 Presiding the Internet Committee at the St. Doumit Parish (Lebanon)

EDUCATION

2001/2002 **DEA** in Political Science at Université Saint Joseph (Beirut, Lebanon) – Thesis: The francophone economic space. Myth and reality (in French)
1999/2000 **MBA** at Ecole Supérieure des Affaires – ESA (Beirut, Lebanon) – Thesis: Impact of the Euro-Mediterranean partnership on the Lebanese economy (in French)
1995/1999 **BS and Masters** in Political Science and Public Administration at Université Saint Joseph (Beirut, Lebanon) – Thesis: Afghanistan in the game of the external powers (stakes and prospective) / in French

TRAINING

- April 26-29, 2012 "Business Entrepreneurship Forum", Cisco Entrepreneur Institute, at BIEL, Beirut - Lebanon
- April 23-26, 2012 "Innovation and Entrepreneurship in the Southern Mediterranean", JCI, at Darwazah Center for Innovation Management & Entrepreneurship, American University of Beirut (AUB), Beirut - Lebanon
- July 20-22, 2011 Regional Academy for Young Entrepreneurs, Berytech Technological Pole, Université Saint Joseph, Mar Roukos Campus, Metn - Lebanon
- January-April 2005 "Bank Internal Audit" Certificate sponsored by Intercontinental Bank of Lebanon SAL at Center for Banking Studies, Université Saint Joseph, Beirut - Lebanon

SEMINARS

- ACAMS MENA AML & Financial Crime Conference, 2015-2017-2018, Dubai - UAE
- ABL yearly AML seminar "Investigating in suspicious money laundering operations – case studies", September 16th, 2014 and September 19th, 2013, ABL premises, Beirut - Lebanon
- "Maintaining an efficient Compliance function", July 5th, 2013, Gefinor Rotana Hotel, Hamra – Lebanon
- First regional Conference on "Monetary E-fraud and advanced security systems", September 24-26, 2012, Maison de l'Avocat, Beirut – Lebanon
- "Banking Laws", February & March 2006, Banque du Liban, Beirut - Lebanon
- ABL Seminar on Internal Auditing in Banks, Sept 15th - Oct 1st 2003, Beirut Central District – Lebanon
- "Leadership" (UNESCO Workshop), March 2002, Brumana, Mount Lebanon

PUBLICATIONS & WRITINGS

- ✧ Writing and maintaining a personal blog – www.marie-chantale.com
- ✧ Guest Lecture on "Syria out: Will Lebanon surface after a 29-year occupation?" given at Political Science and International Affairs at Monte Allegre Campus of the Pontifícia Universidade Católica de São Paulo (PUC-SP), Sao Paulo - Brazil (May 2005)
- ✧ Guest Lecture on "Business Communication" given at North Lebanon Campus of Balamand University (Nov. 2002)
- ✧ Design and development of interactive yearbook of the DEA class - St Joseph University (Ashrafieh - Lebanon) - October 2002
- ✧ Preparation of communication material used for recruitment at Open Door Day - Political Science - St Joseph University (Ashrafieh - Lebanon) - January 2002
- ✧ Chief Editor of "Francofolie", the Journal at French - German Lycée in Munich, Germany (three consecutive years).

COMPUTER SKILLS

- ✧ Very good command of Microsoft Office Package, (Word, Excel, Powerpoint) & Internet search-engines
- ✧ Good command of Linux systems (Fedora) and OpenOffice.org programs

LANGUAGES

- ✧ French & Arabic (mother tongue)
- ✧ English & German (fluent in spoken and written)
- ✧ Spanish (Level B2)