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| FIRST NAME / SURNAME | Salwa Rahmeh |
| ADDRESS | Jbeil, LEBANON |
| TEL | +961 3 840 559 |
| EMAIL | salwa.m.rahmeh@gmail.com |
| NATIONALITY | Lebanese |
| DATE OF BIRTH | 20 July 1986 |
| LANGUAGES | ARABIC (Native) - ENGLISH - FRENCH |

Proactive, performance-driven professional with a humanitarian spirit. Combining both my passion into both arts and the humanitarian sector is a career path I have finally found myself in.

WORK EXPERIENCE

Fundraising Coordinator
Cénacle De La Lumière - CDLL, Sahel Alma - Lebanon
August 2018 - April 2020

- Lead/Monitor all fundraising and communication activities in the organization to ensure smooth functioning, increase funding to meet our target, and raise the profile of the NGO with its different audiences
- Develop and implement a yearly fundraising strategy and operational plan including but not limited to: campaigns, events, sales, major gifts, annual appeals, in-kind donations, individual donors, volunteers management
- Research, identify, and secure new donors and funding sources, locally and internationally and maintain a diverse and secure funding base
- Ensure the NGO is regularly publicized to its stakeholders and a top of mind NGO
- Attract volunteers to the NGO and help maintain and manage the volunteer input. Develop the necessary policies and procedures of the fundraising and the marketing operations & collaborate with other departments

Communications and Fundraising Manager
Marsa Sexual Health Center, Hamra - Lebanon
September 2017 - August 2018

- Manage the development and implementation of the organization's media and communication strategies
- Develop internal publications and promotion material (Videos, Brochures, posters...)
- Organize different events including press conferences, ...
- Develop and implement the organization fundraising strategy
- Organize fundraising events

Account Manager
Stat Ipsos, Sin El Fil - Lebanon
January - August 2017

- Analyzing the data and the market using our software and tools to find potential clients, meet with them and close the deal with them.

Senior Client Servicing Executive
Stat Ipsos, Sin El Fil - Lebanon
March 2013 - December 2016

- Manage clients training, workshops and maintenance of analysis and suggest training courses.
- Software support (Statex – Brandpuls – TabX – X/Zplan – MediaTab – Arianna – Genius)
- Include successful software knowledge transfer to clients.
- Prepare presentations for clients on our software and data.
- Manage the market expectation and create needs to anticipate the market with new tools.
- Analyze the data.

Marketing & HR responsible
PR Works, Achrafieh - Lebanon
2008 - 2009

- Client support: Follow up on running jobs, dealing with new clients.
- Recruitment plans for promoters and hostesses, interviewing, booking, product briefing and motivating the employees.
- Responsible for the cashier, all payment & preparation of payment vouchers.

Broker – Client support
SNA insurance company - Lebanon
2007 - 2008

- Searching for new clients, meeting with them, closing the deal, follow up on them & regular visits

Freelance Photographer
Eventinglb website (www.eventinglb.com)
and other
since 2014

EDUCATION

Masters in Marketing & Management - 2011/2012
Lebanese University, Branch II, Achrafieh

B.A. degree Marketing & Management - 2004/2008
Lebanese University, Branch II, Achrafieh

Lebanese official baccalaureate degree in sociology & economics - 2003/2004
Soeurs des Saints Coeurs College, Jbeil

WORKSHOPS

- Sales and Negotiation Coaching Program by WYDNER COACHES - 24-25 May 2017
- "Sitting Ducks" Negotiation skills by WYDNER COACHES - 23 January 2015
- "Straight Line Selling" by TAMAYAZ - 7-8-9 October 2014
- "Negotiation Skills" by TAMAYAZ - 8-10-12 September 2014

MEDIA EVENTS

- MESMF (Middle East Social Media Festival) - 19-20 May 2016
- ARABNET 2016- 2-3 March 2016
- MEMSF (Middle East Social Media Festival) - 10-11 May 2017