

Manal Rahal

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EDUCATION

American University of Beirut (2017-2019)

- Masters in Business Analytics (MSBA), with focus on Machine Learning - Distinction
- Member of Beta Gamma Sigma international honor society

Beirut Arab University (2009-2011)

- Masters in Business Administration (MBA) - Distinction

Beirut Arab University (2004-2008)

- Bachelor Degree in Computer Science

MACHINE LEARNING EXPERIENCE

- Attended Toronto Machine Learning Summit 2019 (TMLs)
- Predicting Malnutrition Status: The Case of WINNN Programme Baseline and Endline Survey, Nigeria
- Winner of Talking Data: Ad Tracking Fraud Detection Challenge at AUB, first runner up in MENA
- Languages: Python, R, SPARK, SQL, Tableau

PROFESSIONAL EXPERIENCE

Oxford Policy Management

2017– Present

Senior Projects Manager

Data and Information Management consultant

- Develop Information Management Strategy and Data Policy, on the committee for procuring to Digital Document Management System at the Ministry of Education and Higher Education in Lebanon.
- Operational focal point for Support to RACE II, a Technical Assistance programme delivered within the Ministry for Education and Higher Education in Lebanon focusing on strengthening management, policies, and systems.
- Team Management including recruitment of more than 20 short and long term super specialists in different education, IT, and management fields.
- Financial Management where 1% decrease in non-reimbursed expenses was achieved.
- Donor's relationship management by ensuring timely and quality delivery of periodic reporting

British Council

March 2017–October 2018

Projects Manager

- Project Management of two EU funded projects, the "Technical Assistance to support youth development in Lebanon" within the Ministry of Youth and Sports, and HOPES "Higher and

Further Education Opportunities and Perspectives for Syrians" with the Lebanese Universities. Both projects are funded by the European Union.

- Financial management where zero error was achieved on EU invoices.
- Rate of Achieving targets increased by 60% in two years for HOPES project.
- Monitoring and evaluation techniques implemented to facilitate data analysis, targets monitoring, and tracking impact.
- Stakeholder Management and coordinating project activities with relevant ministries, donors, national stakeholders.
- Data Management by building a database for HOPES students for analysis, tracking, and reporting purposes. The database was transformed into a template used by all other BC offices.

Palestine Association for Children's Encouragement of Sports (PACES) August 2013–September 2016

Country Manager

- Promoted from Deputy Country Manager to Country Manager after 6 months of employment
- Strategic planning, assessing existing partnerships, transforming the programme from 19 partners not achieving targets to 12 active ones. Created growth plans and annual action plans which were 100% implemented each year.
- Program Management including maintaining, developing and managing more than 60 technical and administrative coaches and employees.
- Finance & Resources Management including preparing program budgets, cashflows, and reports as needed to control all relevant aspects of the programs' costs and identify areas of potential savings or greater cost efficiencies.
- Increasing programme Visibility on Lebanese Local TV stations. Four interviews on Aljadeed, Future, MTV, and BEIN in addition to several newsletter articles covering main events.
- Created Reporting Templates that were adopted across PACES regional offices

Greenpeace Mediterranean

Fundraising Team Leader

January 2013–July 2013

- Leading on the tele-fundraising and supporter care units which entitled regular reporting, market research and database administration.
- Management Responsibilities which included monitoring and evaluating staff performances in the fundraising department.

Database & IT Administrator

June 2011 – July 2013

- Managing the Friends database and overseeing on a daily basis all transactions including updating existing supporters' information records, entering new members' information, creating necessary queries, and daily back up for the Database files.
- Analytical reporting of the periodically retrieved data reports.
- Communicate current campaigns to supporters and resolve all supporters' comments, complaints or suggestions regarding their Greenpeace profile.
- Ensure the efficient and effective information technologies within the Greenpeace Arab World (Lebanon, Egypt, & Jordan).

Techno Future
Trainer & Instructor

June 2012- October 2014

- Teaching students of ages 4 to 17 years robotics, Microsoft and Adobe programs, communication, and presentation skills using project-based learning approach.
- Provided training for teachers, sales personnel, and administrators
- Organized events and workshops for kids in centres, schools, and universities.

Beirut Arab University
Faculty Instructor

October 2008 – January 2012

My responsibilities included providing academic assistance in computer labs. Also I was part of the team who developed and documented courses' standards and content for the Computer Science main courses.

Emotions
Web Developer

February 2010 – June 2010

My responsibilities included analyzing and creating software requirement specifications, Scheme System and software design then developing the web application.

TRAININGS

- Project Management Training, British Council
- Management and Leadership Skills of NGOs working in the Humanitarian Sector, AUB
- Monitoring & Evaluation Training, PACES charity
- Photography Workshop, Dar Al Moussawer
- Participatory Action Approach/ Research, Nahnoo
- Two First Aid Training with RED CROSS
- Euro Mediterranean Youth Meeting, Social Entrepreneurship Good Practices Exchange, Spain
- Public Speaking
- Introduction to Decision Quality online training
- Advocacy Training, Nahnoo
- Focus Group Training, Nahnoo
- Effective Communication Series, Nahnoo