

# Lama B.Diab

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## PERSONAL INFORMATION

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Place & Date of Birth: Abu Dhabi, March 29th 1986, Nationality: Lebanese, Marital Status: Single/Sex: Female

## EXPERTISE

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Project Management | Corporate Social Responsibility (CSR) design and implementation | Social and Economic development | Sustainable development | Social Entrepreneurship | Social and Solidarity Economy (SSE).

## PROFESSIONAL EXPERIENCE

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**March 2020- Present**

**AVSI, Beirut - Lebanon**

**Skills Development Coordinator**

- Ensure the implementation of TVET trainings and e-learning methodology.
- Support in the management of administrative processes related to skills development activities( curricula development and materials procurement).
- Communication and coordination with teachers and school supervisors at the agriculture public schools.
- In charge of coordinating all the activities related to the linkage of the students with the world of work in close collaboration with the partners.

**January 2019-February 2020**

**AVSI, Beirut - Lebanon**

**Vocational and Private sector Project Coordinator**

- To support the Project Manager in the planning, organization and monitoring of TVET curricula elaboration and TVET courses implementation in 25 public schools, all over Lebanon, for vulnerable Lebanese and Syrian Youth.
- Manage liaisons with donor, local concerned authorities, private sector, civil society associations and other counterparts whenever required.
- Work in budgeting, forecast and control of financial flows and planning
- Directly be responsible of field staff recruitment and coordination

**October 2017 – December 2018**

**AVSI, Beirut - Lebanon**

**Private Sector Coordinator**

- Elaborating the TVET strategy to ensure the linkage with the market demand and gaps
- Monitor the implementation of the TVET and internship through spot check and draft reports.
- Coordinate with concerned departments to ensure availability of capacities and resources for proper project execution (M&E, Logistics...).
- Coordinate with the partners the outreach in intervention regions (BML, North, South & Nabatieh, Bekaa) to develop relationships with private companies available to offer internship positions to students.
- Develop comprehensive evaluation and monitoring tools to measure the impact of internship placements on the employability of students.
- Lead the organization of innovational mentorship activities.

**March 2016-October 2017**

**BLN Officer and Field coordinator**

**AVSI, Beirut - Lebanon**

- Supervise and manage outreach team activities
- Coordinate and supervise the requirements of the field activities.
- Plan, coordinate, and manage daily BLN (Basic Literacy and Numeracy) educational activities effectively.
- Plan and implement education outreach activities: need analysis, focus group discussions, and any other outreach and field activities.
- Ensure timely and quality implementation of the Youth project components, providing technical assistance as needed.
- Develops and encourages new and innovative solutions.
- Work in close collaboration with the M&E Officer for data analysis.
- Report weekly & monthly on activities and results to BLN Coordinator and Youth project Coordinator.

## **February 2012-February 2016**

## **2GEM – An Agent of Social Change**

Consulting and Project Management company advising clients on how to incorporate responsible business practices in their core operations

### **Project Coordinator**

- Assist in drafting marketing and Corporate Social Responsibility (CSR) strategies for clients in the private sector
- Research and compilation of best practices in CSR in support of client's presentations and reports
- Assist in drafting proposals and Terms of References (ToRs)
- Assist in organization of workshops and follow up with related partners/clients and media
- Manage 2GEM social media presence and updates

## **April 2014 - Present**

## **Solidarity for Sustainability-SFS**

Local Non-Governmental organization that promotes social community change and sustainable development through:

- Trainings and skills development programs for Youth and Women
- CSR design programs.

### **Co-founder and Vice-President**

- Responsible of recruitment of cooks to be part of the team
- Assist in business development and marketing tasks
- Develop and update regularly the business plan and apply for funding agencies
- Represent the enterprise in various events and fundraising activities
- Design and deliver trainings about SDGs and social entrepreneurship

## **April 2011-December 2011**

## **Social Media Exchange (SMEX)**

Media advocacy and development organization that conducts training and research on strategic communications and human rights

### **Project Assistant**

- Responsible for all logistics operations related to SMEX Beirut
- Assist in the implementation of all SMEX Beirut projects
- Coordinate with third parties for the organization of SMEX Beirut events and activities
- Conduct ad-hoc research

## **December 2010-April 2011**

## **GIZ, Beirut**

German development agency for international cooperation

### **Administrative Assistant**

- Responsible of all legal and administrative matters for the establishment of the GIZ office in Lebanon
- Assist the organization in recruiting local staff

## **September 2009 – July 2010**

## **COSV, Beirut**

Italian NGO working in the field of the International Cooperation. It focuses its activities on Environment, Human Rights, Intercultural Dialogue, Culture, Arts and Economic Development.

### **Country Coordinator Assistant**

- Assist country coordinator to organize, supervise, control and coordinate with NGO's and other partners for specific workshops related to human rights issues in Lebanon.

## EDUCATION

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<b>2009 to 2012</b>	<b>Master in Social Science – Emphasis in Economic and Social Development</b> Lebanese University, Lebanon
<b>2005 to 2008</b>	<b>Bachelor in Social Science</b> Lebanese University, Lebanon
<b>June 2004</b>	<b>Lebanese Baccalaureate – Emphasis in Economics and Sociology</b> Saint Coeurs Ain Najem, Ain Saade, Lebanon

## COURSES AND WORKSHOPS

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- **Quality Apprenticeship**(ONLINE COURSE), organized by the **International Labor Organization(ILO)**, August 2020
- **Effective Project Management** (ONLINE COURSE), Project Management for Development (**PM4DEV**), April 2020
- The 11th ILO Academy on **Social and Solidarity Economy: Social Economy in the future of Work** organized by the **International Labor Organization(ILO)**, October 2019, Madrid.
- **Training of Trainer (TOT) on Advocacy, Employment and Entrepreneurship** organized by **UNESCO**, March 2018
- Selected to take part of the **Youth Flagship training program** organized by **UNESCO** and **Organization de Development Durable (ODDD)** about the **Sustainable Development Goals (SDGs)**, April 2017.
- Selected as one of the **“Climate Youth Ambassadors”** a program organized by Green line-Lebanon and Crossing borders – Denmark to attend training in **Denmark**, July 2016.

## AWARDS AND ACHIEVEMENTS

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- Designed and delivered a **virtual training** about **“Entrepreneurship skills”** with **Arc-en-ciel**, February 2021
- Represent Solidarity for Sustainability(sfs) at the **Lebanese Social Enterprise (LSE)** <http://www.lseassociation.org>  
“The association's mission is to support the affiliated social enterprises by contributing to their administrative and financial development and to increase their social and environmental impact by all possible means.”
- Developed and delivered **“Innovation and Social entrepreneurship”** workshop, June 2018 -present
- Developed and presented a workshop about **“the economic and Social situation of women in Lebanon”** for exchange students under **AIESEC** program, January 2018
- Developed and delivered a workshop about **“CSR and Sustainable Development Goals”** for University Students (USJ and Kafaat University, Balamand University), May, June and September 2017.
- Trainer for young women as part of the **“Skills for Success program”** organized by **AMIDEAST**, Sept 2015
- Speaker at **“Social Entrepreneurship: Lessons Learnt and Best Practices from Across the Region”** Conference in Sulimaniya Iraq, August 2015
- Volunteer as a **Mentor for a Social program** organized by **INJAZ** to help high-school students develop their own business plan, January-Jun 2015
- Winner of a grant by the Swedish Institute as part of their **“She Entrepreneurs”** program to attend training in **Sweden** and **Tunisia** and develop my social enterprise “Women2Women Success”, April 2014
- Winner of a 10,000\$ grant from USAID as part of the NABAD competition for best **Social Entrepreneurship idea**, November 2013
- Author of an article on the leading site of CSR in the world (csrinternational.org) about the state of **CSR in the Middle East** region [www.csrinternational.org/csr-in-the-middle-east-reality-and-challenges](http://www.csrinternational.org/csr-in-the-middle-east-reality-and-challenges), April 2013
- Speaker at **“Social Enterprise Conference”** – UAE, organized by Pepsico and CSR, Al Ahli Holding Group, March 2013
- Top ten finalist in the Global Social Venture Competition organized in collaboration with Berytech (Lebanon) and winner of a mentorship program, March 2013
- Winner of the best **CSR project** by Al Ahli Group and ESA Business School as part of their “CSR in Action Program”; the prize included a trip to Paris to meet multinational companies and explore their CSR strategies and best practices, May 2012

## LANGUAGES

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Arabic: Mother Tongue

French: Fluent

English: Fluent

**COMPUTER SKILLS**

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Proficient in all Microsoft Office-Microsoft Outlook applications and SPSS (Statistical Package for Social Science)

**REFERENCES**

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References and recommendation letters are available upon request

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