

Rasha Al-Fnek

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Tripoli, Libya

Education

B.A in Public Administration Beirut, Lebanon

American University of Beirut (AUB)

2018- Present

Relevant course work: HR & personnel administration, Leadership skills, Strategic management, research and data analysis methods, project management, regional & local administration, Sociology within society frame.

Professional Experience

Peace against violence organization (USAID led project)

Tripoli, Libya

Research Intern

Jul/20 –Mar/21

- Collecting data that serves the project.
- Monitoring and evaluating activities.
- Evaluating the social media activities and how to improve them.
- Developing new strategies for the media campaign.

Project officer

Mar/21- present

- Monitoring and evaluating workshops set by the project.
- Communicating with donors.
- Supporting senior team members with administrative activities.

Project Coordinator (Intern)

Moomken Organization

Tripoli, Libya

Jun/20 – Nov/19

- writing and translating reports based on interviews I conduct with beneficiaries.
- providing detailed assessments for the administration based on the WFP beneficiary's feedback.
- communicated with trainers and provided the tools needed for the planned workshops.
- Validate the collected data on daily, weekly, and monthly basis.
- Helped with conducting interviews with volunteers and preparing them for the required training.

Intern, data entry
(AUB) Center For Civic Engagement & Community service

Beirut, Lebanon
Dec/18 – Feb/19

- prepare spreadsheets for the activities that are done.
- Following up with volunteers.
- Contacting different organizations to find internships and volunteering opportunities for student.
- Prepare training sessions for students before starting their volunteering activities.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- Assisted in organizing three different international conferences in Issam Fares Institution.

HR intern
Alfradous clinic

Tripoli, Libya
Dec /19

- Preparing the required documents for new employees.
- Preparing the needed documents for employees leaves.
- Preparing monthly allowance for employees after viewing their time sheets.

Volunteer activities:

Peace Against Violence Organization

Tripoli, Libya

Al-Nour association for Blinds – facilitated writer

ICRC – Data entry

AUB - CCECS - Organizing NGO Forum in AUB

Beirut, Lebanon

AUB – teaching English as a volunteer

SMEX organization – even coordinator

Issam Fares Institution – event coordinator “raising from the margins”

Berytech – coordinated with Ideathon team

Global health initiative - raising awareness about smoking

Languages:

- **Arabic: native**
- **English** – Fluent
- **Turkish** – Beginner
- **Dutch** – Beginner

Technical Skills & Training & Workshops:

- **MS skills excel, word, PowerPoint:** excellent
- **Azura DevoOps:** beginner
- Excellent Communication Skills
- Team player
- Can handle work under pressure and meet target deadline
- Fast learner and willing to gain new knowledge
- Ability to work under pressure and to pursue multitasks simultaneously.
- Understanding of Libyan and Lebanese Civil Society, With broad network of national and international organizations and active individuals.
- Communication and reporting

- Questionnaire/survey design
- Physiological wellbeing of refugees training (safe & sound)
- NGO management workshop
- Conflict in diverse teams.

References:

Melissa Ajamian, assistant director of MEPI-TL scholarship
ma296@aub.edu.lb

Wasen Alaghel, creative director of 1.8 project – Peace Against Violence Organization.
wasanalaghel@gmail.com

Wisam ben Abdulah, Director of 1.8 project – Peace Against Violence Organization
peace.against.violence.org@gmail.com

Montaha Nottah, Intern data collection - CCECS
mmn44@mail.aub.edu

Aladdin Elkadiri, project manager – Moomken Organization
a.elkadiri@moomken.org

Hala fleihan, program manager – CCECS
hf38@aub.edu.lb