

Fatima Mahmoud Fakh

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Education

Masters of Business Administration

2016 - 2018

Lebanese American University, Beirut, Lebanon

GPA: 3.94/4

Earned full Graduate Scholarship

Bachelor of Science in Banking and Finance

2012 – 2015

Lebanese American University, Beirut, Lebanon

GPA – 3.65/4

Earned full scholarship from USAID

Placed on the Distinguish list for 3 consecutive years

Key Competencies

- Ability to communicate in clearly and concisely
- Effectively completion of tasks under pressure
- Demonstrated professionalism in all interactions
- Successful achievement of goals whether within team or independently
- Applied innovative and creative thinking
- Successful multitasking and attention to details

Work Experience

Project Coordinator

2021 - Present

Forward MENA, Beirut Digital District, Beirut, Lebanon

1- OnRamp Software Developer Training Program

2024 - present

This program is a collaboration between LIFE, Speedlane and Forward MENA to fast-track junior developers into senior roles

- Successfully conducting outreach campaigns, collecting a high volume of applications and expanding the applicant pool.
- Efficiently screening more than 400 applications, ensuring only qualified candidates progressed through the selection process.
- Conducting thorough interviews with more than 50 candidates and selecting the most suitable candidates, enhancing the overall quality of project participants.
- Developing and presenting data visualizations, providing clear and actionable insights that informed project strategies.
- Authored comprehensive reports, documenting project progress and outcomes with clarity and precision.
- Ensured high attendance and the timely implementation of activities, consistently meeting project deadlines and objectives.

2- Nammi Skills Platform

2023 - present

In partnership with UNICEF and the World Bank Group, Forward MENA developed an online platform that provide candidates access to free courses from international providers

- Analyzed and visualized project data, providing actionable insights that enhanced decision-making and project outcomes
- Actively contributed to the development of platform features, enhancing its functionality and user experience.
- Conducted visits to centers and universities across Lebanon, effectively promoting the platform, increasing candidate awareness, and successfully training candidates.
- Effectively coordinated with the project manager to implement project activities on time, proactively addressing and resolving emerging challenges

3- [Skilling Up Lebanon](#)

2022 - 2023

An initiative fully funded by the World Bank that supports the promotion of digital skills under the Skilling Up Mashreq (SUM) initiative to prepare 500,000 young women and men for the local, regional, and global jobs of the future

- Successfully coordinated the implementation of five digital skills pilot programs, ensuring execution of all training activities
- Managed internship placement activity which ended up in overachieving the targets within 6 months into the project
- Efficiently managed human resources related tasks, including posting more than 200 internship positions, communicating opportunities across various channels, screening more than 2000 resumes, and following up with more than 150 employers, resulting in hiring more than 200 candidates in different internship opportunities in Lebanon and abroad
- Assisted in writing and drafting comprehensive reports post-activity implementation, ensuring accurate and detailed documentation of project outcomes
- Actively contributed to the planning and execution of workshops and events, ensuring successful engagement and impactful outcome such as career fairs.

4- [Microsoft Certification Program, Facebook Certification Program and Vaccination Pilot](#)

2021

- Integrated Data Analytics and Design Sprint Methodology to develop an offline tool aiding COVID-19 vaccine registration in low-resource settings.
- Carried out daily program activities, including updating databases and performing data analysis, to ensure smooth program operations.
- Effectively managed communication with program beneficiaries, ensuring clear information dissemination and support.

[Student Recruitment Officer](#)

2019 - 2021

Lebanese American University, Beirut, Lebanon

- Informed students at schools and fairs about admissions requirements, increasing awareness and understanding of the application process
- Successfully coordinated fairs and events, ensuring smooth execution and following up to maintain high standards of quality.
- Assisted students with admissions and financial aid processes, providing guidance and support to facilitate their applications.
- Conducted visits to schools across Lebanon to promote the USAID scholarship, significantly increasing student awareness and interest.
- Efficiently managed WhatsApp services, providing timely and accurate information to students and addressing their inquiries.

Skills

- [Technical Skills](#): Data Analysis – Human Resources – Project Management – Project Coordination
- [Computer Skills](#): Proficient in Microsoft Office – Intermediate in visualizing data through Amazon Quick Sight
- [Language Skills](#): Native speaker of Arabic – Proficient in English (Reading, Writing, Listening and Speaking) – Beginner in Spanish (Reading, Writing, Listening and Speaking)

Certifications

- [Statistics Foundation 1: The Basics](#)
LinkedIn (2023)
- [Statistics Foundations 2: Probability](#)
LinkedIn (2023)
- [Statistics Foundations 3: Using Data Sets](#)
LinkedIn (2023)
- [Data Analyst Associate](#)
Microsoft (2021)