

PAMELA NOHRA

PERSONAL PROFILE:

I am a goal-oriented executive assistant, with 17 years of experience in several industries, including events, academic sector, and recently pharmaceutical with an extensive knowledge and experience in project management.

PROFESSIONAL SKILLS:

Interpersonal Skills:

- Highly adaptable, fast learner and skilled in leading a culturally diverse team

Computer Skills

- Expert in: M.S. Office (Word, Excel, PowerPoint) –SPSS, Olib (Library System), Gsuite tools

Languages

- Fluent in Arabic, English, and French

CONTACT DETAILS:

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EMPLOYMENT HISTORY:

MARKETING ASSISTANT / ONCOLOGY DEPARTMENT

LEBANON, JORDAN, IRAQ

Merck & Co (MSD)

July - Dec 2020 (6 months contract)

- Managed the marketing director's calendar, including the scheduling of internal and external meetings, managing ad-hoc projects, and handling general management P.O.'s
- Organizing, planning and arranging logistical endeavours and accommodations from pre-to-post event closure.
 - Utilized VEEVA events management system to create R.F.P.'s, third-party contracts, compliance and security agreements during pre & post-event closure
 - Performed DPSS for all relevant stakeholders
 - Prepared speakers' contracts, invitation letters for customers & third-party sponsorship contracts
 - Prepared and obtained approvals on FCPA and due diligence for government H.C.P.s attending events
- Handled the A-Z management of corporate travel trips, including the negotiation with international travel agencies, hotels, and tour companies

EXECUTIVE ASSISTANT AND OFFICE MANAGER

Arab Thought Foundation

2014 - 2019

Completed a broad variety of administrative tasks for the General Director including:

- Planned and managed active calendar of appointments and committee meetings, as well as detailed travel plans with clear agendas and record minutes in time tables.
- Managed external & internal communication channels including highly though-after stake holders
- Assisted in Preparing from scratch, the annual "FIKR" conference in Egypt, UAE, and KSA, from defining potential invitees, personalizing itinerary, to drafting & finalizing conference theatre speakers, and moderators.
- Evaluated and reported post-conference KPI's to deliver to General Director, League of Arab States, and the Gulf Cooperation Council.
- Monitor and supervise the genitors to ensure the Hygiene of the Offices.
- Developing policies and procedures

Handling the correspondence and communication of The Annual Arab Report on Cultural Development to Foundation's Board Members:

- Built clear communication criteria to follow up with writers and researchers
- Handled Budget plan including payments and contracts for academic writers and researchers
- Prepared periodic reports & presentations on correspondent projects accomplished by the foundation.

MEDIA REPUTATION ANALYST (PROJECT- BASED)

Quantum Communications

2014 - 2016

In charge of mapping online media channels in search of relevant content in accordance to client's needs, including online reputation management, and overall integrated view of organizational reputation:

- used a systematic approach to media monitoring, using Google advanced options and Gsuite tools.
- Tested & mapped internal websites' communication, including public reviews and real-time online conversations.

Relevant Projects:

- Governmental institution - Emphasis topics: national security/fighting terrorism & extremism
- Religious institution- Emphasis topics: Islam; extremism vs. moderation; religious curriculum in educational institutions
- Consultancy company - Emphasis topics: Data science, Digitization, cyber security & governmental policies

DATA & RESEARCH OPERATOR / PROJECT COORDINATOR

Lebanon Renaissance Foundation- LRF (part of Quantum Communications)

2009 - 2014

- Planned and improved workshop agendas and project extensions, including preparation process and budget planning.
- Ensured Preparedness and coordination of meetings for donors and board members.
- Leveraged data analytics and market research to support LRF projects
- Assist in planning, preparing and organizing of the project
- Overseeing, leading and facilitating the project implementation activities
- Handling logistical and administration activities (venues, Invitations...)
- Organizing and interacting with a range of internal and external stakeholders
- Draft and develop project report activities

Project Management of the relevant projects:

- Closed Discussion Circle (CDC): Participants discuss and explore, in a confidential atmosphere, their commonalities in values, interests, visions and aspirations for Lebanon
- Casualties of war: Categorizing & delivering actionable insights from clustered quantitative & qualitative data dating from 1975 till 2006
- Youth Leadership Program: Curricula meant to introduce best practices of conduct and values to 19 young practitioners (aged 21 to 31) from various Lebanese political groups.

Civil Servants 101: NAMAZEJ Municipal Police: This program aims at developing the human factor in public institutions to better serve citizen

ACADEMIC BACKGROUND:

AMERICAN UNIVERSITY OF SCIENCE AND TECHNOLOGY

Class of 2010

Masters of Business Administration (Emphasis Business Management)

Thesis Prepared: Women in Leadership: Does Gender Make Difference?

LEBANESE UNIVERSITY- FACULTY OF INFORMATION

Class of 2001

BA in Library Science