

## Summary

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An organized, goal-oriented professional with a flexible and creative mindset, seeking growth opportunities. Experienced in volunteer and project management, offering a combination of strong communication, interpersonal, and leadership skills.

## Experience

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### The Volunteer Circle

#### Talent Manager - 07/2022 to 05/2023

- Monitor and contact new applicants to encourage them to apply to relevant jobs or volunteer opportunity.
- Screen and vet candidates' profiles to link them to the right opportunity.
- Act as a liaison between the different stakeholders and candidates.
- Contribute to the Monthly Growth Report and Annual Impact Report; evaluate key lessons learned, and put them into practice.
- Communicate The Volunteer Circle's value proposition and social value to different stakeholders of the community.
- Plan and manage calls with volunteers or NGO if needed.
- Seek partners to grow our impact services through social media, networking event, workshops and programs.

### Valsoft Corporation

#### Merger and Acquisition Intern - 11/2021 to 10/2022

- Conduct research to identify potential software companies for inclusion in Valsoft's database.
- Update database on Salesforce if necessary.
- Create industry reports on specific industry verticals.

### Donner Sang Compter

#### Call Center Operator - 10/2021 to 02/2022

- Receive blood demands from patients in need and log them on Microsoft Dynamics 365 CRM.
- Call blood donors registered on the database to secure blood demands. Data cleaning for the database on monthly basis.
- Update necessary donors' information on the database when needed.
- Clean data for the database on monthly basis.

## Education

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Bachelor of Science in **Business Management** – 2018 to 2021  
**Lebanese International University (LIU)** – Beirut, Lebanon

## Volunteering

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### Donner Sang Compter (DSC) - Beirut, Lebanon

#### -Volunteer – 03/2019 to 03/2022

#### -District Delegate/Secretary – 12/2020 to 03/2022

- Manage district volunteers and organising weekly meetings for updates.
- Take full minutes of meetings, events and activities done by the volunteers
- Coordinate between the clubs of the district.
- Assist with organizing blood-drives and related activities.
- Handle the data entry on the CRM during the events.

## Amal Choucair

## Contact

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## Skills

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- Communication
- Interpersonal
- Decision-Making
- Teamwork
- Organization
- Microsoft Office
- Leadership

## Languages

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**Arabic:** Native

**English:** Fluent

**French:** Fluent