

# Hussein Dahi

## Communication & Project Specialist

**Address:** Beirut, Lebanon | **Phone:** +961 3 704127 | **Email:** [Dahihussein98@gmail.com](mailto:Dahihussein98@gmail.com)

**Nationality:** Lebanese

## Education

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### Bachelor degree in Marketing Business Studies – 2021

Lebanese American University, Beirut, Lebanon

## Experience

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### Academic & Internship Facilitator- 06/2023 to Present

**USAID Program at the Lebanese American University**, Beirut, Lebanon

- Negotiating with NGOs for potential internship opportunities for USAID scholars.
- Executing community service projects with USAID scholars.
- Questioning student mentors and scholars about their deadlines, meeting dates, activities, and workshops.
- Validating scholars' internship reports.
- Moderating all scholars' internship status and ensuring that all needed documentation is up to date.

### Financial Aid Officer – 02/2022 to 03/2023

**LAU/USAID Program**, Beirut, Lebanon

- Directing USAID program applicants as well as financial aid applicants, assessing their applications and ensuring they submit all the required documents.
- Managing students on all acceptances and other matters related directly to the student financial plan, while providing timely and accurate financial aid information in response to student questions and requests.
- Preparing both online and offline checklists for them to meet the required documents while generating reports of aid applicants. Using spreadsheets to analyze applicant characteristics and identify ineligible/incomplete/late students.

### Data Entry Specialist – 02/2021 to 01/2022

**Toters Delivery**, Zalka, Lebanon

- Organizing prices and stocks for products in stores while maintaining data entry requirements by following data program techniques and procedures.
- Leading a team on the ground to organize and create stores from scratch in the application database and go online.
- Testing files to eliminate duplication of data and maintaining up-to-date records with respect to changes in stocks and price variations.

### Coordinator – 03/2021 to 06/2021

**MMKN**, Lebanon

- Networking with MMKN management, MMKN tutors, and students from selected schools regarding their tasks and deliverables.
- Moderating sessions given to students by MMKN tutors.
- Composing status reports to senior management on activities critical to meeting project and departmental goals while overseeing time and quality assurance for each tutoring session.

### Social Media Assistant – 01/2018 to 02/2020

**Lebanon Football Guide**, Beirut, Lebanon

- Organizing posts on social media platforms and website related to events taking place in the upcoming month.

### Business Lab Assistant – 01/2018 to 02/2020

**LAU**, Beirut, Lebanon

- Preparing class material for instructors.
- Reviewing Labs rules and guidelines to confirm that all participants are following the instructions.

**Project Coordinator** – 08/2014 to 03/2018

**Nejmeh Sporting Club**, Beirut, Lebanon

- Moderating social media platforms for the team and academy.
- Filming the team and academy during games, training and special occasions.

## Skills & Expertise

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|------------------------------------|----------------------------|
| • Leadership & Team Management     | • Negotiations & Contracts |
| • Communication                    | • Microsoft Outlook        |
| • Problem Solving                  | • Microsoft Word           |
| • Marketing Campaigns & Strategies | • Time Management          |
| • Customer Service                 | • Microsoft Excel          |
| • Analytical Skills                | • Organizational Skills    |
| • Detail Orientation               | • Microsoft PowerPoint     |
| • Googling                         | • Asana                    |

## Languages

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**Arabic:** Native | **English:** Fluent | **French:** Basic