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# ANWAR TARABAY

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## Summary

***Committed to developing advantageous strategies to cater for the success that drives revenue and growth by utilizing adept strategic planning and development, vigilant reporting and troubleshooting, strong communication, and relationship building techniques.***

**Highly Driven Individual with a proven track of strategic knowledge** with over 5 years of experience within various fields such as Aviation, Education, Event Planning, Operations Managements while engaging with clients of different calibers across the globe.

- Competitive and strategic planning professional with exemplary negotiation, presentation and communication skills.
- Recognized for effectively multitasking and prioritizing multiple simultaneous projects
- Builds strong relationships through cultivating long-lasting client and business partner trust and respect
- Proven capacity to educate, advise and mentor

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## Core Competencies

- Project Development
- Operational Management
- Facility Management
- Budget Planning/ Administration
- Decision Making
- Staff Training/ Development
- Property Sales/ Leases
- Client Analysis
- Data Analytics

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## Work experience

SEP 2020 - Present

Contracted Service Provider

*Lebanese American University - Outreach and Civic Engagement Office*

- Project Coordinator for the RM2 Project Directed Towards High School Students and Funded By the US Embassy
  - Organize & Maintain Outreach Database
  - Create Weekly/Monthly reports
  - Follow up inquiries and questions
  - Overview and Provide Support for Online Sessions
- Project Assistant: LAU Simulation Models
  - Maintain the flow of auxiliary services for the program
  - IT support for online content
  - Create and Deploy grading mechanisms that link to scholarships
  - Develop strategies needed for the continuity of the program

OCT 2020 - Present

Event Service Provider

*AntWork Lebanon*

- Identifying Event Strategy: Identity, Theme and Purpose
- Create Work Force Units and Assign Teams
- Liaising with Clients and Suppliers
- Overseeing and Handling Logistics and Operations
- Managing Budgets and Organizing accreditation
- Managing Risk, and Presenting post-event reports.

AUG 2019 - MAR 2020

Secretary General

*LAU Model Arab League*

Senior officer leading the 9th Year LAU Model Arab Program, succeeding 2 promotions: Director of Operations in the 7th LAU MAL & Deputy Secretary General in the 8th LAU MAL

- Overlook and implement the master plan set for the program by the Outreach and Civic Engagement
- Supervising the work of the 5 main teams working for the program
- Maintain the highest standards of quality of the simulation models through recruitment and deployment

JUN 2020 - AUG 2020

Intern

*United Nations ESCWA House - Technology Cluster*

- Conducting research regarding open government policies in the Arab region
- Attending meetings and partaking in presentations

- Reading and Reviewing final drafts in the publishing process

Achievement: Young ESCWA Enabler Recognition: Assisting and Responding to Beirut Blast Crisis

JAN 2019 - MAY 2019

Director of Operations

*Global Classrooms International Model United Nations - Beirut & New York*

Promotion after holding a position of Logistics Coordinator 3 years (including 4 conferences) in New York. Assigned Chief of Staff for the 2020 High School Conference before COVID restrictions cancelled all events.

- Coordinating Conference Master Plan
- Supervise a Team of 12 Logistics Coordinators (Assign Tasks and Communicate Objectives)
- Working closely with Conference Management: Lebanese American University and UNA-USA
- Organizing Closing Ceremony at the United Nations General Assembly in New York

JUN 2015 - AUG 2018

Assistant Events Manager

*Mix Productions*

**Duties Include:**

- Coordinate in executing event outlines (e.g. abiding by timelines, preparing venues, coordinating with suppliers, amending to legal obligations, manage staffing, and coordinate ticketing)
- Coordinate in creating staff schedules, tasks assignment and equipment allocations to ensure objectives and goals are met
- Maintaining a professional overview of Mix FM's production line (Mix Productions)
- Coordinate with sales and HR to develop an Omega system formula to be used in events.

## Education

AUG 2015 - MAY 2020

Bachelor of Science, Business; Information Technology and Operations Management

*Lebanese American University*

Dean's Honor List 2018-2020

Assistant Campus Events Manager 2016-2019

Head Usher 2016-2019

SEP 2000 - MAY 2015

Lebanese Baccalaureate - General Sciences

*Hariri High School Two*

## Volunteering Experience

- **Base Camp Beirut:** Recycling Operations Coordinator
- **Makhzoumi Foundation:** Operations Volunteer
- **Beirut Marathon:** Assistant Start Line Manager
- **Al Nawaya Network:** Technical Coordinator
- **TedxBeirut:** Logistics Volunteer
- **Donner Sang Compter:** Regular Blood Donner and Ground Volunteer

## Technical Skills

Project Management

Adobe CC Bundle

SAP ERP, JIRA, BASECAMP, ACCESS

**Photoshop, inDesign, Illustrator, Premiere Pro, Audition, XD**

Editing Services

Coding

**Google Drive:** Sheets, Docs, Sites, Forms

**Microsoft Office:** Word, Excel, Access, PPT

HTML, JAVA, Python, R

## Languages

**English:** Native Professional Proficiency

**French:** Limited Working Proficiency

**Arabic:** Native and Professional Proficiency

**Portuguese:** Limited Working Proficiency