



# TATIANA SAADE

## CONTACT

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LEBANON

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## EDUCATION

Bachelor's Degree  
School of Business-  
Economics  
Lebanese International  
University  
2017-2020

Chartered Financial  
Analyst- Level 1  
Finance  
CFA Institute  
2020- Current

## SKILLS

- Interpersonal Skills
- Communication
- Emotional intelligence
- Effective Multitasking
- Flexibility
- Detail Oriented

## PROFILE

Insightful job hunter with experience in directing and improving operations through proven effective motivational strategies and strong policy enforcement in a team. Proficient in best practices, event planning, humanitarian activities, and regulatory requirements of business operations. Talented leader with analytical approach to always strive for success.

## PROFESSIONAL EXPERIENCE

### Community Facilitator

Mercy Corps | Zahle, Beqaa | February 2020 - November 2020

- Delivered Focused PsychoSocial Support sessions, as well as Parenting sessions.
- Identified and referred child protection cases to child protection case worker.
- Developed and implemented awareness and engaging sessions for caregivers and children on Gender Based Violence.
- Worked with different backgrounds to provide cohesive care to refugees and their families.
- Refer GBV cases to case worker.
- Coordinated with case workers upon confidential issues faced with girls and women in the field.
- Reported success stories, findings, and results to supervisor.
- Prepared and implemented GBV community awareness events.

### Founder of Eventives : Event Planning Services

Zahle, Beqaa | August 2018 – Present

- Leading teams during a certain event to provide and ensure an effective outcome.
- Recruiting staff and employees that are an added value for the event planned.
- Training the staff and employees for them to be aware of their tasks and responsibilities.
- Partnering with NGOs, school principals, entrepreneurs, life coaches to attend and pitch ideas during business development events.
- Coordinating with stockholders during event planning, schedules and timelines for all events.
- Establishing working relationships with clients by organizing various events.
- Managing administrative logistics of events planning, including fee collection, event booking, event promotions, support staff, and vendor services.

### Wedding Coordinator

Chapeau Bas Agency | Zahle, Beqaa | June 2016 - September 2020

- Generated client retention by accurately organizing and executing trade shows and events.
- Coordinated florists, photographers, videographers, musicians, officiants and ceremony participants during rehearsals and pre-ceremony, ceremony and reception events.
- Evaluated existing plans, processes and events planning services to identify opportunities for improvement.