

Racile Kabbara

Community development and
program coordinator



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Mitein street, Khaled Abdo Bldg, 2nd floor,
Tripoli, Lebanon

WORK EXPERIENCE

Community Development & Program Assistant

Tripoli Entrepreneurs Club

11/2020 - 08/2021

Full Time Job

TEC is a Social Enterprise that inspires and empowers Talents & Businesses to build value-driven innovation through a sustainable startup ecosystem.

Achievements/Tasks

- Growing & Managing MSME's community partnerships and help in designing a relationship for mutual benefits and ensuring community members engagement.
- Ensuring that organisational initiatives and projects are successfully supported and communicated to staff, as well as ensuring assessments to determine the perceived added value of the organisation and its outputs.
- Building & developing partnerships and cooperation with entrepreneurship stakeholders, strategic partners and help expand partnerships and cooperation between TEC and public entities in order to ensure plans are aligned and integrated with the programs' priorities.

Customer success Kraywoods

11/2020 - Present

Part time - Remote Job

Kraywoods is a high-end wooden eye wear brand with a mission to combine fashion and sustainability.

Achievements/Tasks

- Develop a positive customer experience, fosters relationships and support brand loyalty.
- Analyze data involving customer reviews and experience with products or services.

E-commerce product development Intern Tripoli Entrepreneurs Club

07/2020 - 10/2021

Full time internship

Achievements/Tasks

- Working closely with different departments to identify and validate a project requirements and prepare a software requirements document related to an e-commerce website made for Fashion and craftsmen designers.
- Build and develop initial wire-frames based on project requirements.
- Participate in research and development (R&D) phase.

Sales Executive Kraywoods

09/2017 - 09/2019

Full Time Job

Achievements/Tasks

- Research and recommend prospects for new business opportunities
- Research and analyse sales options
- Build and maintain relationships with clients and prospects

EDUCATION

Bachelor degree in Management Information System

Beirut Arab Univeristy

09/2017 - 06/2021

SKILLS

Good leadership, motivational and organisational skills.

Adaptability

Cross-functional

Computer Skills

Resource Fullness

Effective communication

ACHIEVEMENTS

Interpersonal communication and advocacy skills training with UNICEF. (08/2020)

Diplomacy and verbal commendation prize in Model United Nations Competition. (04/2016)

LANGUAGES

English

Full Professional Proficiency

French

Full Professional Proficiency

Arabic

Full Professional Proficiency

VOLUNTEER

Secretary and Team Lead in Ajialouna Youth (NGO)

Red Cross Youth Club

Saint Jude Children's cancer center Lebanon

Team Lead in Sanabel El Nour Youth Club (NGO)