

Grace Harb

Tel: +961 3 254006

Email: grace.harb@msharek.org

Address: Hazmieh, Lebanon

EDUCATION

Sagesse University Bachelor in Law	Beirut, Lebanon 2001
International Financial Corporation (IFC) Corporate Directors Certification Program	Beirut, Lebanon 2017-2018
Stanford Center for Professional Development- Stanford University Quality decision in Organizations module (Part of the Stanford Strategic Decision and Risk Management certificate Program)	California, USA September 2007
Penn Law/ Wharton Business School (Upenn) Certificate of completion of Executive studies (LLM/MBA courses) (MEPI Legal and Business Fellowship Program)	Philadelphia, USA March 2007
Institut de Formation par Alternance- CCIB Diploma in Business Management (Advanced Level)	Beirut, Lebanon June 2005

SKILLS

Government Affairs	Teams Management
Problem solving	Program Management
Leadership & Innovation	Events Management
Program Design and Implementation	Strategy Development
NGO Management	Donors Relationship Management
Communication	Networking

Languages: Fluent in Arabic, French and English

Associations: Member of the Beirut Bar Association

WORK EXPERIENCE

Lebanese League for Women in Business (LLWB) <i>Consultant</i>	Beirut, Lebanon March 2017- present
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Main responsibilities include:

- Supervising and ensuring the proper program management framework is in place for different nationwide programs in STEM with annual budgets exceeding 600k USD.
- Designing & setting implementation of the programs under the "Initiation to ICT and Technology for Marginalized Youth" and "Tech for Food program" with UNICEF And WFP focusing on Lebanese marginalized youth and Syrian refugees.
- Setting up and managing the yearly tech event "Girls Got IT" and ensuring its proper implementation and communication.
- Developing and implementing the strategy for a successful completion of all projects (as per deadlines, budgets and scope).
- Ensuring clear communication and coordination among all internal and external stakeholders and partners: LLWB Board of Directors, Women in Technology, Women in Engineering, Arab WIC, and Digital Opportunity Trust, while ensuring the continuous contact and support of Ministry of Education.
- Managing relationship with the donors and third parties: reporting, auditing, accounting, liaison with regional offices.
- Resource allocation and coordination with all third-party suppliers.
- Leading the project's execution, including all events and handling all related communications.

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Intel Corporation

Corporate Affairs and CSR consultant

Beirut, Lebanon

March 2011 – June 2016

Main responsibilities included:

- Developing Intel's CSR and Corporate and Government affairs strategy and legal framework in Lebanon
- Designing and implementing all CSR programs with the objective of promoting a positive business environment., in partnership with Musharek NGO targeting rural and marginalized communities in Lebanon.
- Guiding strategic partnerships with donors: USAID, Qatar Foundation and Intel Foundation.
- Handling all government relations, including pursuing Government endorsement for all the company's projects focusing on Telecoms, Health, Education and Trade.
- Driving and implementing new initiatives and competitions in various fields: Education, STEM, Entrepreneurship and Women empowerment in Lebanon.
- Providing legal, strategic and tactical support for the Intel MENA team.
- Handling all corporate communications for MENA region and specifically the launch and support of Intel INARA initiative celebrating the 10th anniversary of Intel CSR activities in MENA region.

Intel Corporation

Corporate Affairs manager

Beirut, Lebanon

2007-2011

Main responsibilities included:

- Managing local initiatives in Lebanon mainly: Partnership for Lebanon (2007-2009), a joint initiative between Intel, Microsoft, Cisco, Ghafari and Oxy Petroleum.
- Driving and extending the outreach of Intel programs in Education, such as "Intel International Science and Engineering Fair (ISEF)", "Educator Academy" and "Intel Teach" programs with public and private schools. As well as driving the Tele-Medicine project and ensuring the right implementation with the support of the Ministry of Health.
- Partnering with different stakeholders such universities, NGOs and Ministries under the public-private partnership and providing legal support.
- Working closely with the Business unit and the communication department on developing strategic plans for the site, by incorporating its core elements: media and press relations, government affairs, community relations and external education programs

MAK Law Firm (Lebanon & UAE)

Senior Associate

Beirut, Lebanon

February 2008 – present

Main responsibilities include:

- Advise on legal issues pertaining to Civil Law, Commercial Law, Labor Law, local and international Corporate Law.
- Advise on all matters related to Corporate Governance and Corporate Social Responsibility.
- Advise on a wide variety of corporate transactions mainly corporate structuring and restructuring.
- Advise a large portfolio of local and international Non-Profit Organizations and manage the day to day legal matters.
- Providing legal advisory whenever necessary with information and opinion on the Lebanese Laws.
- Representation in litigation.

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Intel Corporation

Legal Intern, Litigation and Competition Group

Santa Clara, CA- US

April 2007-Sep. 2007

Main responsibilities included:

- Working under the supervision and guidance of the Senior Attorney at the Litigation and Competition Group providing legal support for the team.
- Supporting Intel's corporate affairs activities: managing corporate files and the internal corporate action requests process, shareholders and board meeting resolutions and minutes

Souhaid and Sayssa Law Firm

Senior Associate

Beirut, Lebanon

2001- 2007

Main responsibilities included:

- Advising on legal issues and litigations pertaining to Commercial Law, Trademark and Civil Law.
- Working closely with the senior partner on several Arbitrations related to Commercial Agencies.
- Structuring the corporate setup for local and international clients, proposing legal re-structuring plans and conduct legal due diligence in the context of mergers and acquisitions
- Managing the day by day legal matters for a large portfolio of local and regional companies, representative offices and branches of international business corporations.

PROFESSIONAL ACTIVITIES

- Founding member of several NGOs such as Musharek, Tajathar, Lebknoc.
- Member of the STEM and Regulatory committee at LLWB
- Guest speaker in universities as part of raising awareness about CSR
- Delivering trainings on basic entrepreneurship (focus on the legal aspect)