
Rena Haidar

Political Science/International Affairs Student

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Objective

- Ambitious and driven political science/international affairs student with a strong research background in gender studies in the MENA region. I am seeking to pursue a higher degree in Middle Eastern politics with a focus on gender and social justice. I also plan to enrich my research expertise by working with local and international civil society organizations.

EXPERIENCE

The Centre For Social Sciences Research and Action - *Programme Associate*

2021 - PRESENT

- Responsible for project coordination, management, and monitoring.
- Manage the content on Daleel Madani platform on a daily basis.
- Handle all communication and liaison related to the programme.
- Analyze data from the programme and help in creating relevant reports.
- Contribute to the development and review of programme related internal materials and tools.
- Develop email bulletins about Daleel Madani to be sent to the mailing list.
- Follow-up with members subscribed to Daleel Madani frequently.
- Create monthly newsletters to send to Daleel Madani's mailing list.

Ministry of Interior and Municipalities in Lebanon - *Social Work Volunteer*

2020

- Handled hotline inquiries and complaints about the distribution process of the financial aid provided by the Ministry of Social Affairs and the Ministry of Interior and Municipalities in light of the Covid-19 Pandemic.
- Filled out online complaint forms.

Dr. Mohamad Khaled Social Foundations - *Social Work Volunteer*

2018

- Provided educational support to primary school children

Makassed Volunteer Unit - *Social Work Volunteer*

2018

- Volunteered in several social development activities
- Supported the volunteering unit with matters pertaining to logistics

EDUCATION

Lebanese American University - *BA in Political Science/ International Affairs -
Minor in Gender Studies*

September 2020 - May 2023

Skills

- Proficient in MS Office; Word, Excel, Powerpoint.
- Extensive experience in using Google drive, Google docs, and Google sheets.
- Comprehensive experience in managing social media accounts; Twitter, Instagram, Facebook.