

Bader Salim Khalife

Date & Place of Birth: 07/03/1993 -Lebanon, Sarafand

Nationality: Lebanese

Current Address: south Lebanon, Dhour El Sarafand

Marital Status: Married

Gender: Female

Driving License: Yes

COVID-19 Vaccine: Fully vaccinated, 3 shots

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PROFILE:

- ✓ Master student in business computer
- ✓ Environmental and social activist
- ✓ Have managed several projects
- ✓ Solid waste management officer
- ✓ Have done large number of capacity building trainings and TOTs
- ✓ Have a very good NGO experience

EDUCATION:

2021 - present

Master in Business Computer at Lebanese University - Hadath

2013 - 2015

Bachelor degree in Business Computer at Lebanese University - Hadath

EXPERIENCES:

2015 - present

Technology teacher at Sarafand Technical School
Network, Technology, assembly, access, HTML and Microsoft Office

2016 - 2021

Project Manager at **BEA (Beam of the Environment Association)**
BEA non-governmental organization located in Sarafand - South Lebanon; founder of Sarafand sorting center.

- Have managed several environmental and humanitarian projects funded by international NGOs such as UN and EU:
 - ⊗ Bahr Bala Plastic: project that aimed to reduce the effect of plastic on seashore and deep sea
 - ⊗ At-source Sorting in South Lebanon: a project funded by UNICEF implemented in partnership with municipalities, had covered about 18 villages in South Lebanon.
 - ⊗ Merging Communities: a project aimed at Merging Lebanese and Syrian Societies through establishing cultural, social and economic committees and involving citizens from both nationalities in them.
- Responsible for overseeing all day-to-day activities;
- Responsible for monitoring and reporting on progress throughout the project;
- Assign, schedule, review, and monitor project work to ensure that progress is within expected guidelines and is completed on time and within budget;
- Mentor and provide expertise to other project team members;
- Maintain effective communication and working relationships with partners and project team members;
- Ensure all project documents are safely archived

2013 - 2016

Field Officer at **BEA**
was responsible for:

- the collaboration with the Project officer and implementing partners and providing needed support to ensure efficient implementation of the project's activities.
- Outreaching targeted community through field visits and networking with existing networks.
- Assisting in the planning of workshops, training, and other project events and activities as needed

2015 - 2016

Communication officer at **LEM (Lebanon Eco Movement)**
Was responsible for:

- Ensuring effective communication in order to maintain a good image for the organization.
- Supporting project manager in developing and implementing project-specific Communications Strategies, in line with donors' guidelines and requirements.
- Facilitate relevant visits of international journalists, Media and other interested parties.
- Assisting in drafting press releases in English and Arabic

2015

Math educator at **NRC education program** at Sarafand

August 2013

Trainee at **BankMed**

ACTIVITIES:

- ✓ Member in LEM (Lebanon Eco Movement)
- ✓ Member in BEA (Beam of Environment Association)
- ✓ Member in DPNA (Development for People and Nature Association)
- ✓ Member in LURC Club (Lebanese university Red Cross Club)

LANGUAGES:

- Arabic: Mother Tongue
- English: very good (fluent).

SKILLS:

- Can handle many assignments – multi-tasking
- Good presentation skills
- Willing to learn and listen
- Experience working in Agile teams
- Humanitarian experience and knowledge of best practice in the field
- Knowledge of data collection tools
- Knowledge of database management, data integration and mobile technologies
- Experience in business process mapping and analysis
- Communication and customer service skills
- Hard-working and flexible to provide support outside of office hours
- Self-motivated, team player with good inter-personal skills
- Creative, open-minded, flexible, team-work spirit

COMPUTER SKILLS :

- Microsoft office: Word – excel – access – power point
- C/C++ , Html, Xml, Css, Vb.net, Java script, SQL, Photoshop, SPSS
- Outlook, online learning platforms

REFERENCES:

- ✓ Fadlallah Hassouna: DPNA President and Director, TEL: 03776597
- ✓ Paul Abi Rached : LEM President and Director, TEL: 03327975