

# Rony Zouheiry

**Nationality:** Lebanese/Belarusian

**Email:** zouheiryrony@gmail.com

**Birth Date:** April 09, 1993

**Mobile:** 00961 70 511 413

## Education

**Arts, Sciences and Technology University in Lebanon** – (Fall 2014 – Spring 2016)

BS in Business Administration

Graduation Date: *Spring 2016*

**Lebanese University, Beirut, Lebanon** – (Fall 2012 – Spring 2014)

BS in Hospitality Management

**Rene Mouawad High School, Lebanon** (Lebanese Baccalaureate)

Sociology and Economics Section

Graduation Date: *June 2012*

## Work Experience

Organization	Position
International Medical Corps	<b>Vaccination Coordinator – BML &amp; North</b> (June 2021- January 2022)
<ul style="list-style-type: none"><li>• Liaise with hospitals across Beirut Mount Lebanon and North areas on vaccination processes, procedures and counts.</li><li>• Conduct field visits and spot checks in various assigned hospitals (supervision of immunization nurses and vaccination flow) and adjust processes as needed.</li><li>• Assess quality of vaccination processes and report on assigned hospital conditions with respect to MoPH guidelines on a daily basis.</li><li>• Oversee proper vaccine transportation, storage and temperature including monitoring the vaccine cold chain, and ensure proper measures are taken to respond to different anomalies.</li><li>• Perform periodic vaccine inventory count and ensure the maintenance of quality storage units.</li><li>• Ensure immunization hospital staffs are well trained and abiding by the health and safety regulations/standards as set by MoPH.</li><li>• Support on reformation and lead on the digitization of the field monitoring survey.</li><li>• Report on vaccine inventory data on a periodic basis.</li><li>• Manage and maintain documentation of field visit checklists and hospital/vaccination data (inventory count, temperature logs, vaccines returned/transferred...).</li><li>• Report and follow-up on existing challenges faced by vaccination centers across BML and North including power shortages and/or any other violation in accordance to the MoPH standards.</li><li>• Support in the management of vaccine registry systems and ensure troubleshooting challenges within the vaccination centers.</li><li>• Assist in the development and revision of vaccine policies, procedures and protocols, as required.</li></ul>	
Ministry of Public Health	<b>COVID-19 Emergency Response Volunteer</b> (March 2021-June 2021)
<ul style="list-style-type: none"><li>• Liaise with hospitals across Lebanon for data updates on COVID-19 cases and patients</li><li>• Support in dashboard management on ICU beds and ventilator availability across governorates in Lebanon</li><li>• Support in database management on vaccination portal registration and actual vaccination reporting.</li></ul>	

<ul style="list-style-type: none"> <li>• Assist in compiling, reviewing and submitting final daily statistics and updates to the relevant stakeholders</li> <li>• Contribute to the COVID-19 immunization campaign with vaccine inventory stock management</li> <li>• Follow-up on vaccination rates and contribute to vaccine administration database management</li> <li>• Support in help-line management in receiving and managing several cases and/or complaints</li> </ul>	
<b>CAE Technologies</b>	<b>Admin &amp; Operations Coordinator (2017-2021)</b>
<ul style="list-style-type: none"> <li>• Manage human resources, recruitments, payrolls, leaves, staff performance evaluation</li> <li>• Manage office operations, supply technical and financial bids, and procurement of needed material/software</li> <li>• Oversee and lead a team of employees focused on human intervention, website and communications in addition to contractual service and IT officers</li> <li>• Management and oversight of legalities and paperwork including accounting, branding and partner/client relationships</li> <li>• Monitoring team and AI performance in reference to set schedules of deliverables and service provision</li> <li>• Monitoring website efficiency and promotion (oversight of statistics of website visits, key performance indicator management of website efficiency in addition to briefing with the Board of Directors)</li> <li>• Client Declaration and Contractual Services Management (in charge of background checks in relation to the clients, client paperwork and administrative and end of service/feedback platform management)</li> <li>• Deputized/Represented CEO in several partnerships/administrative services with both private and public sector</li> <li>• Project content moderation and monitoring for intellectual property maintenance in addition to illegal content detection</li> </ul>	
<b>CAE Technologies</b>	<b>Office Coordinator (2015-2017)</b>
<ul style="list-style-type: none"> <li>• Project content moderation and monitoring for intellectual property maintenance in addition to illegal content detection</li> <li>• Monitoring website efficiency and promotion (oversight of statistics of website visits and key performance indicator management of website)</li> <li>• Management and oversight of legalities and paperwork including accounting, branding and partner/client relationships</li> <li>• Conduct human resource recruitments, payrolls and leaves.</li> </ul>	
<b>Intercontinental Vendome - Sydneys</b>	<b>Captain (2014-2015)</b>
<ul style="list-style-type: none"> <li>• Manage restaurant's day-to-day operation</li> <li>• Ensure a proper reporting mechanism to the restaurant manager</li> <li>• Deputizing for the Assistant Outlet Manager in times of absence</li> <li>• Handling communication, coordination and cooperation among section and division heads</li> <li>• Guest-relation management and interaction</li> </ul>	
<b>Intercontinental Phoenicia – Beirut - Mosaic</b>	<b>Waiter (2013-2014)</b>
<ul style="list-style-type: none"> <li>• Maximize Food and Beverage revenue by providing high quality services</li> <li>• Establish and maintain effective employee and inter-departmental working relationship</li> <li>• Ensure that beverage and material equipment are met in oriental and international cuisines.</li> </ul>	
<b>Grand Cinemas ABC Ashrafieh</b>	<b>Concessioner (2012)</b>

## Languages and Skills

### Languages

English, Arabic and Russian (fluent in oral and written communication)

## Skills

- Computer Skills: efficient skills in using Microsoft Word, Excel, Publisher along with Google Forms, Sheets and Documents
- Reading and Writing Skills: Analytic efficient skills in writing and editing reports and research papers
- Management Skills: Team leader and worker, collaborator, patient, punctual and multi-tasker

## Conferences and Workshops

Training/Conference	Organization and Duration
1 <sup>st</sup> Round Training	Progressive Empowerment Center ( <i>June 2018</i> )
Skills obtained: <ul style="list-style-type: none"><li>• Fundamentals of human rights with a scope of focus on women (maintaining a gender-sensitive lens in light of safeguarding human rights)</li><li>• Introduction into the different forms of violence and the means of referral and precaution</li><li>• Effective communication and empathetic ways of response</li><li>• Introduction to syndicates, their mode of operation, functioning and roles within the local and national premises</li><li>• Introduction of political system in light of the MENA geopolitics, their mode of functioning, interconnectedness in the realm of international affairs and roles</li><li>• Mass media management; means of lobbying and expression through various social media portals (freedom of speech, political correctness, social media tailoring of content..)</li></ul>	
Social Media Training	Foundation for European Progressive Studies ( <i>February 2017</i> )
Skills obtained: <ul style="list-style-type: none"><li>• Operating and managing various social media platforms</li><li>• Understanding branding, tone of voice, and themes through and on social media platforms</li><li>• Know-hows of digital copywriting</li><li>• Managing data based on insights and analytics</li><li>• Content creation and content planning on social media portals</li><li>• Means of digital campaigning</li></ul>	
Youth Capacity Building Program	Future Social Democrats Project ( <i>May 2016</i> )
Skills obtained: <ul style="list-style-type: none"><li>• Conflict Resolution and negotiation</li><li>• Understanding various political systems, their mode of operation and institutional organization, means of decision-making, power-sharing and balance</li><li>• Communication and leadership skills</li><li>• Advocacy tactics in aim of influencing socio-economic and political spheres across the levels of leadership, institutions or communal reform</li></ul>	

## Extra-Curricular Activities

Progressive Graduate Organization – Graduates Commissioner (*Summer 2019*)

Progressive Socialist Party, Beirut– Youth Commissioner (*Year 2018-Present*)

Progressive Youth Organization, Beirut– Board Member, Secretary (*Year 2015-2018*)

Joon on The moon – Activities Assistant (2016)

Al Safa Football Club; Youth Team – Midfield/Right Wing (*2015-2016*)

Lebanese National Higher Conservatory of Music – Clarinet and Saxophone Orchestra (*2006-2009*)

**References**

---

Upon Request