Rawad Malaeb

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OBJECTIVE

Dedicated and proactive individual with entrepreneurial thoughts, leadership, and management skills with 3+ years of experience as a research assistant and business mentor for early-stage businesses and startups. Recently working as a project coordinator for projects focusing on empowering youth through leadership and entrepreneurship and developing my career in Project Management.

EDUCATION

09/2015 - 02/2021 **American University of Beirut (AUB) | Beirut, Lebanon**
ME in Mechanical Engineering |CGPA: 85.8/100 (3.63/4)
Thesis Title: Prognosis of Lamb Wave Reflections in Complex Geometry Structures

09/2011 - 02/2015 **Haigazian University (HU) | Beirut, Lebanon**
BS in Mathematics |CGPA: 84/100 (3.54/4)
Full merit-based university scholarship program funded by the USAID

09/2008 - 07/2011 **Baissour Official Secondary School (BOSS) | Baissour, Lebanon**
Lebanese Baccalaureate |General Science section

WORK EXPERIENCE

Project Management & Coordination

10/2021- 01/2022 **The Nawaya Network NGO| Assistant Project Coordinator Intern| Beirut, Lebanon**
- Organized and managed meetings and follow up with 50 participants
- Worked as a focal point between The Nawaya Network and training centers to get quotations and make sure youth are taking the needed courses
- Prepared 10+ price quotations and payments request

07/2021 - 12/2021 **Riyada for Social Innovation S.A.L| Project Coordinator for YLP7 |Beirut, Lebanon**
- Organized, managed, and facilitated 9+ workshops and Mentoring sessions for 176 youth
- Communicated and coordinated with the team members effectively
- Developed sustainability plan for the mentorship sessions

Engineering, Researching & Report Editing

09/2021 - 11/2021 **UNDP |Quality Assurance and Editor for Gender Reports| Beirut, Lebanon**
- Worked as a focal point between UNDP and CAS and ensured finalizing the report
- Made sure that the report was done with high quality and within the given time
- Performed quality assurance including proofreading

01/2021 - 03/2021 **UNDP |Quality Assurance and Editor Statistical Reports| Beirut, Lebanon**
- Worked as a focal point between UNDP and an external entity
- Submitted 26 statistical reports reviewed and edited to meet required specifications within the indicated time which lead to the success of the project
- Performed quality assurance including proofreading the Arabic translation of the reports

01/2018 - 01/2021 **AUB | Research Assistant | Beirut, Lebanon**
- Programmed a damage detection system based on analyzing Lamb waves to improve the Structural Health Monitoring (SHM) system in 3D models of composite materials
- Ran a Finite Element Analysis, managed and processed a huge database for the performed experiments
- Drafted, edited, and submitted 2 professional research papers

Teaching, Training & Mentoring

10/2021 - present

Riyada for Social Innovation S.A.L |Mentor & Trainer |Beirut, Lebanon
- Guided 20 teams to develop their ideas where 5 of them were selected as the finalists
- Provided 2 training sessions on Ideation and Design Thinking
- Delivered 25+ mentoring sessions
- Facilitated 3 days' workshop on Augmented Reality AR using Unity software for 50 university students

10/2020 - present

Geek Express Academy |Trainer |Beirut, Lebanon
- Taught coding classes for 10+ children and youngsters
- Trained a group of 5 students abroad for a national competition in Oman

01/2020 - 06/2021

Youth Leadership Program (YLP) _ UNDP | Advisory Board Member, Trainer & Mentor | Aley & Chouf, Lebanon
- Worked effectively with a team of 13 members from all over Lebanon to achieve the success of the YLP program
- Followed up and supported more than 200 participants throughout the program
- Trained 3 YLP offices abroad on how to implement virtual training in their program

09/2018 - 08/2019

Al Irfan Schools | Secondary Math Teacher | Bassateen, Lebanon
- Designed an interactive learning environment using the active board
- Implemented real-world applications and worked on STEM education
- Prepared and delivered workshops on "Major and career planning" and " Impacts of social media on students"

09/2016 - 08/2017

La Cite Culturelle | Secondary Math Teacher | Khaldeh, Lebanon
- Guided and motivated students through their official mathematics exams
- Prepared a yearly plan to manage the curriculum throughout the year
- Used MS office to prepare exams and to organize student's grades
- Followed up with students who have difficulties during the year

Entrepreneurship

11/2019 - present

Rizka (Agricultural lands management) | Founder | Baissour, Lebanon
- Managed the work implementation and worked on the Ideation and the Business Model
- Performed a five years financial model
- Followed up with customers and checked their satisfaction regarding the provided services
- Working in a challenging environment and adapting to current situations

Volunteering

04/2020 - present

Rural Entrepreneurs | Capacity Building Trainer & Business Mentor | Semkaniyeh, Lebanon
- Guided more than 21 youth in rural areas to develop their new ideas to startups and motivate them to work toward developing their communities
- Trained 3 youth to map their ideas on a Business Model Canvas, and how to use Lean Startup Methodology
- Mentored 21 youth on Pitch Deck and how to present their work in front of investors
- Arranged more than 6 meetings and sessions, and assessed the participant's performance

06/2019 - 06/2021

Al Mahaba Farm |Financial Audit & Administrative Assistant | Baissour, Lebanon
- Conduct fieldwork and spot checks to monitor the progress and report accordingly
- Created an excel sheet to facilitate the management of the farm financials
- Logistics, inventory, assets, and warehouse management

TRAINING & WORKSHOPS

Entrepreneurship, Design Thinking and Business Development

09/2020 - 10/2021	Mowgli Mentoring powered by MAVA Foundation
04/2020 - 10/2020	Darwazah Center at AUB
10/2018 - 11/2018	YlP4 – UNDP| Hazmieh, Lebanon
10/2017 - 05/2018	The Nawaya Impact Lab| Bassateen, Lebanon

Master classes in Finance, Marketing, Logistics and Idea Validation

01/2020 - 10/2020	INJAZ-YLP Inc. and Berytech| Beirut, Lebanon
06/2018 - 02/2020	Amideast and Citi foundation| Beirut, Lebanon
09/2012 - 06/2013	Beyond Reform and Development| Beirut, Lebanon

Project Management & Soft skills

02/2022 – 03/2022	Project Management Professional| Amideast
12/2021 - 01/2022	Forward Program| McKinsey & Company
08/2021 - 09/2021	Project Management Professional| We Grow Minds
08/2021 - 09/2021	Career Path Program| The Nawaya Network
06/2018 - 02/2020	Skills for Success program| Amideast and Citi foundation

Leadership

02/2018 - 05/2018	Social Change Model of Leadership Development, Adaptation and Leading Change, and Social Media and Emotional Intelligence	AUB	Beirut, Lebanon

PUBLICATIONS

10/2018	Decomposition of Fundamental Lamb wave Modes in Complex Metal Structures Using COMSOL®	COMSOL Conference, Lausanne, Switzerland

CERTIFICATES

01/2021	Certified as a "Microsoft Innovative Educator" by the Microsoft Educator Center
02/2020	Certified as a "Business Mentor" by Rural Entrepreneurs
02/2020	Certified as a "Career Guidance Trainer" by International Academy for Building Capacity
10/2018	Certified as a "Social Worker and Life Skills Trainer" by International Academy for Building Capacity

AWARDS

10/2020	Won the second prize for the environmental initiative, "Rizka", with the Darwazah Center at AUB
06/2020	Won the second prize with a team of 6 for the initiative, "Zubabati", with the MIT challenge
11/2019	Won the first prize for the environmental initiative, "Rizka" with AVSI Foundation
11/2017	Won the first prize for the environmental initiative, "Rizka" with the Nawaya Impact Lab

SUMMARY SKILLS

Languages	Fluent in English and Arabic (Writing, Reading, and Speaking)
Computer Skills	**Microsoft Office:** Word, Excel, PowerPoint, Project
	Google Products: Drive, Docs, sheets, forms, slides, Jamboard, Meet
	Programming Languages: Java, G-coding, Matlab, Labview
	Software: COMSOL Multiphysics, Active Inspire, MIT App Inventor, ZOOM
Research Skills	Accuracy, School Assessment, Data Collection Methodologies, Detail-oriented
Technical Skills	Algorithms, Manual Dexterity, Report Writing
Analytical Skills	Problem Solving, Statistical Analysis, Data Interpretation
Soft Skills	Leadership, Communication, Team-Building, Organization, Management