

Ibrahim Al-Jaifi

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📍 Beirut, Lebanon

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PROFESSIONAL SUMMARY

Finance and data analysis professional, well-versed in conducting research, collaborating with diverse teams, and working in multilingual environments.

EDUCATION

American University of Beirut (AUB), Beirut, Lebanon

Sep 2017 - Dec 2021

Bachelor of Business Administration | Concentrations in: *Finance and Business Information & Decision Systems*

EXPERIENCE

Yemen Polling Center (YPC), Remote

Jul 2021 - Dec 2021

Freelance Translator

- Translated Arabic interview transcripts to English with 24 hours turnarounds, conducted by YPC on behalf of several INGOs for research
- Assisted in the analysis and qualitative coding process to draw contextual insights for humanitarian research

Mercy Corps, Remote

Mar 2021 - Jun 2021

Research and Translation Consultant

- Accurately translated household and key informants' audio interviews from Arabic to English
- Contributed to the research and analysis of the interviews, synthesizing data for a research project on the impact of humanitarian assistance on social connectedness, published by REAL and funded by USAID

Inspiration Gardens, Remote

Jun 2020 - Aug 2020

Research Intern

- Collaborated with the executive team on consolidating the organization's theory of change to ensure its sustainability during the economic crisis and COVID-19 pandemic in Lebanon

Youth of the World Together Organization (YWT), Sana'a, Yemen

Jun 2018 - Aug 2018

Finance Intern

- Managed the organization's budget and tracked grants and expenses associated with projects to keep organized records and ensure smooth financial operations
- Worked in the Food Security through Urban Agriculture Program funded by US Middle East Partnership (MEPI) to provide underprivileged families with means to generate sustainable income through agriculture

EXTRACURRICULAR ACTIVITIES

Arab Educational Information Network (Shamma), Beirut, Lebanon

Sep 2019 - Dec 2019

Volunteer

- Collected and organized bibliographic data on educational studies produced in the MENA region
- Sorted and matched publications' abstracts according to the organization criteria

Jusoer, Beirut, Lebanon

Jan 2018 - Feb 2018

English Instructor

- Taught English language classes and supported Syrian refugees with applications for work and universities abroad

WORKSHOPS & CERTIFICATIONS

Data Analytics Certification Program, Google

Present

Proposal Writing Workshop, MEPI - Beirut, Lebanon

Mar 2020

Capacity and Team Building Workshop, MEPI - Beirut, Lebanon

Apr 2019

Intro to NGO Management, MEPI - West Beqaa, Lebanon

Apr 2019

Human Rights Advocacy, MEPI - Beirut, Lebanon

Nov 2018

Civic Education Workshop, Bureau of Educational and Cultural Affairs - Washington, D.C., USA

Feb 2014

AWARDS & SCHOLARSHIPS

Tomorrow's Leaders Scholarship (AUB), MEPI, U.S. Dept. of State - Beirut, Lebanon

2017 - 2021

The Kennedy-Lugar Youth Exchange and Study Program, U.S. Dept. of State - New York, USA

2013 - 2014

English Access Microscholarship Program, AMIDEAST - Sana'a, Yemen

2010 - 2012

SKILLS

Technical skills: SAP ERP | SAP Lumira | Visio | Excel | Access | Microsoft Office

Languages: Arabic, native | English, fluent