

Rakiya Khodr Agha

Business Development Officer

An English Literature graduate student with an adaptive and flexible nature. A team player who has been part of several teams in the humanitarian field, whilst also being capable of using own initiative. Creative by nature, with a skill and passion towards writing. Has ambition, perseverance and dedication to learn and excel in assigned duties.



rakiya.agma@gmail.com



+ 961 76 606 376



Beirut, Lebanon

SKILLS

Communication Skills

Organizational Skills

Interpersonal Skills

Public Speaking

Research Skills

Adaptability

Creativity

LANGUAGES

Arabic



English



French



TOOLS

Microsoft Office (Word, Excel, PowerPoint)

GitHub

PipeDrive

Google Workplace (Docs, Sheets, Forms, Slides)

MailChimp

WORK EXPERIENCE

Business Development Officer & Fundraising Consultant

Eternal Sparks Consulting, Inc.

03/2023 - Present

Achievements/Tasks

- Identify and pursue new business opportunities by researching and establishing relationships with potential clients and promoting company services
- Develop and implement strategic plans to increase Canada, U.S., and U.K.-based non-profit organizations' revenue
- Identify relevant corporate, government, and foundation grant opportunities for non-profits and draft compelling and winning grant proposals for project and capacity funding

Software QA Tester

One More Multiverse

07/2022 - 07/2023

Achievements/Tasks

- Ensured high quality, thorough manual test cases that fully exercise product functionality
- Created clearly documented defect reports that enable a developer to reproduce bugs

Writer & Researcher

East Place LTD

12/2021 - 04/2022

Achievements/Tasks

- Helped draft and translate company policies
- Quality-ensured written copies by editing and proofreading them

Writer & Editor

Freelance

01/2019 - Present

Beirut, Lebanon

Achievements/Tasks

- Planned, executed, and put together written content
- Quality-ensured pre-written copies by editing and proofreading them

Research Study Assistant

Freelance

10/2016 - Present

Beirut, Lebanon

Achievements/Tasks

- Guided 10 university students per semester through academic research papers, projects, and presentations
- Provided feedback necessary for the improvement of research and writing skills

EDUCATION

Bachelor of Arts in English Literature

Lebanese University

2016 - 2019

Master of Arts in English Literature

Lebanese University

2019 - 2022