

PASCALE ASSY

Project Coordinator

pascale.assy@hotmail.com

+961 3 435608

Areas of Expertise

Training Needs Assessment		Planning, Monitoring and Reporting		
Research	Learning & Development		Data Collection and Analysis	
Food Safety	Trainer	Budgeting	Quality Assurance	Coaching
Organic Certification	First Aider, First responder and EMT			

Work Experience

Project Coordinator	Lebanese Red Cross	Nov 2015-Present
<ul style="list-style-type: none">▪ Designed and Developed training sessions and trainer guides related to the code of conduct, safety and security of volunteers, psychological support, medical care, and food safety procedures▪ Conducted training needs assessments involving various techniques (surveys, interviews, focus group discussion)▪ Analyzed, interpreted, and documented data extracted from surveys and shared the lessons learned and findings with all the stakeholders▪ Trained volunteers and coached trainers on the different sessions designed.▪ Initiated, proposed, and developed a plan to review the code of conduct of the organization▪ Built a tracking system and verification techniques to monitor and evaluate the progress of the project▪ Developed proposals, yearly project action plan, budget forecast, and progress reports to the concerned parties▪ Planned, developed, and implemented a 3-day workshop that was delivered to the Libyan Red Crescent in Tunis.▪ Participated in the implementation of Real-Time evaluation		
Quality Assurance Officer	Live Organic S.A.L	Sept 2013-Sept 2016
<ul style="list-style-type: none">▪ Implemented the HACCP and Organic systems within the company and ensured their yearly renewal▪ Coordinated with the internal and external auditors upon need▪ Conducted mock recalls and documented supplier visits▪ Trained all staff on the strict guidelines of the HACCP system▪ Created and designed a traceability system within the company to collect and analyze the necessary data for handling customers' complaints▪ Shared organic foods knowledge with customers through in-store communication		

- Managed new initiatives and project extensions from creation to execution including the implementation of quality plans
- Evaluated individuals' needs and developed nutritional, organic, care plans using the products of the shop

Private Tutor

Apr 2015-Jun2019

- Biology, Chemistry, Physics, and Math

Education

Master in Food chemistry

2011-2013

Saint Joseph University -Faculty of science

Bachelor of Science in Life & Earth Sciences – Biochemistry

2008-2011

Saint Joseph University -Faculty of science

Publication and Certificates

Publication

Article in **Lebensmittel-Wissenschaft Und technologie**

"Multiple optimizations of polyphenols content, texture and color of roasted chickpea using response surface methodology".

Completed Training

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| ▪ Negotiations and Mediation Training | Danish Red Cross |
| ▪ Training of Trainers and leadership training | Lebanese Red Cross |
| ▪ Level 3 HACCP certification in manufacturing | Boecker Lebanon |
| ▪ Qualitative Research Workshop | AUB |
| ▪ Fashion Design Workshop | NK Institute |
| ▪ Managerial Development Training | Lebanese Red Cross |
| ▪ Learning and Development Training | Lebanese Red Cross |

Skills

Languages

Arabic: Mother Tongue
English: Upper-Intermediate
French: Intermediate

Software and Apps

Microsoft, SPSS, Magpie, Survey Monkey

Internships and Volunteering Experience

EMS Volunteer

Lebanese Red Cross

Sept 2007 - Oct 2019

- Emergency medical technician
- Head of the technical committee
- Team leader
- First Aid & First Responder Trainer

*References are available upon request