

# Hussein Ezedin

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Beirut

## PROFESSIONAL SUMMARY

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More than 10 years in the field of research and communication, experienced in providing administrative support to complete projects. More so, I have been involved with community crisis and mobilization, Malnutrition national survey especially with NGOS, as well as planning and implementing community-based projects. I am looking for a position in a challenging environment that strives for organizational and personal development.

## WORK EXPERIENCE

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### Project and Communication Manager

Jan 2015 - Present

MINERS • Beirut

- Oversee and co-ordinate office administrative procedures and review, evaluate and implement new procedures
- Establish work priorities, delegate work to office support staff, and ensure deadlines are met and procedures are followed
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
- Conduct analyses and oversee administrative operations related to budgeting, contracting and project planning and management processes
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Plan, organize, direct, control and evaluate the design, development and maintenance of Internet, Intranet and mobile applications to manage an organization's online presence including public relations, communications, commercial activities and social media management.

### MEAL Officer

Aug 2020 - Jun 2021

Anera • Beirut

- Develop social programs and policies, social legislation, or proposals based on demographic, social and economic research, analysis and the evaluation of pilot projects.
- Identify and assess economic, demographic, and social developments and report on their implications for housing policy.
- Plan, organize and administer foreign aid and international development policies and programs.
- Develop questionnaires, co-ordinate and conduct surveys, analyze data, and compile and interpret statistics on social issues and policy areas.
- Conduct research, develop social programs, assess, co-ordinate and develop awareness of existing social services, and ensure that duplication of services is avoided.

- Consult with clients to establish the overall look, graphic elements and content of communications materials in order to meet their needs
- Determine the medium best suited to produce the desired visual effect and the most appropriate vehicle for communication
- Prepare sketches, layouts and graphic elements of the subjects to be rendered using traditional tools, multimedia software and image processing, layout and design software
- Use existing photo and illustration banks and typography guides or hire an illustrator or photographer to produce images that meet clients' communications needs
- Co-ordinate all aspects of production for print, audio-visual or electronic materials, such as Web sites, CDs and interactive terminals
- Work in a multidisciplinary environment
- Assist in developing storyboards for electronic productions such as multimedia, interactive and digital products and television advertising and productions

## **EDUCATION**

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**Communication and Media Studies**  
Lebanese International University • Saida

Sep 2009 - Jun 2013

Bachelor Degree

## **SKILLS**

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- Ability to write report and proposals.
- Attentive to details.
- Highly organized with good time management skills
- Knowledge in monitoring and evaluation of projects.
- Proficiency in computer applications.
- Excellent team working skills.
- Good editing Skills both written, audio and video materials.
- Possess good communication skills both spoken and written.
- Data management.
- Hire, Train and manage Teams
- Content Creating and media Management

## **PROFESSIONAL CREDENTIALS**

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- PSEA by UNICEF  
Prevention of sexual exploitation and abuse by UNICEF
- SMART Survey Manager  
Standardized Monitoring & Assessment of Relief & Transition | thought-leaders on #nutrition assessment surveys
- CITI  
CITI Program provides web-based courses in research, ethics, and compliance for organizations and individual learners.