

**EDUCATION**

**Secondary Evangelical School- Zahle**

**Lebanese Official Bacc II**

**2009**

**Sociology- Economics**

**Notre Dame University- Louaize**

**B.A. in International Affairs and Diplomacy**

**2013**

Relevant Courses & Academic Papers Empirical Research Methods, Ethics & leadership, Conflict Management & resolution, International & Regional

Organizations, Law & Society, Women's Rights, Gender,

Minor: Non-governmental Organizations

Dean's List

**Achievements**

**Vice President of Club of International Relations**

**September 2012 – July 2013**

**Founding member of Federation for Humanitarian and Human Rights**

**June 2011 – November 2013**

**Secretary of the Human Rights Club**

**September 2011 – March 2012**

**Experience**

**World Vision Lebanon-Bekaa**

**2020-Current**

**Data Information Management Officer ( All Lebanon)**

Design/develop, test, maintain, support and improve the database and database management systems in coordination with the Field Operations team and in accordance with the reporting requirements (internal and external)

In coordination with the Field Operations team, develop appropriate templates for data collection and beneficiary records and create the needed summaries for data analysis and reporting requirements.

In coordination with the Field Operations team, develop the relevant project and program MoVs in compliance with the project/donor requirements.  
Ensure that the database and tools are continually updated and improved.  
Manage data systems according to internal protocols and strategy development.  
Export and cleanse program online data, before sharing it with the Field Operations team.  
Monitor compliance with and the effectiveness of the information security, data protection principles policies and standards.  
Produce summaries, dashboards and graphical reports.  
Deal with beneficiaries' information in strict confidentiality and according to the data protection policies in place  
Coordinate with the MEL team for spot checks on MoVs and indicators' reporting

**World Vision Lebanon-Bekaa**

**2016-2020**

**WASH-Data Information Management Officer**

Identify, analyze, and interpret trends or patterns in complex data sets. Assess the data and reporting requirements of the Bekaa WASH Programs, based on the projects designs, operational modalities, staffing structure, risks, etc.  
Design and develop a robust information management database that will minimize time spent producing project-related reports.  
Design and develop simple and effective data capture tools that improve efficiency of the WASH staff and reduce human error  
Develop a clear information management and reporting flow chart and schedule  
Develop a robust quality control / quality assurance plan to ensure accurate and reliable project information  
Develop effective data analysis and visualization tools to empower organizational decision makers to take informed, data-driven management decisions  
Filter and "clean" data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems  
To produce information, data and statistics including the analysis of such, across a range of WASH subjects.  
Set standards for operational, geographical and population data to be used throughout the WASH Projects, maintain and distribute standards to WASH team officers and others working with operational data in Bekaa.  
Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality  
Acquire data from primary or secondary data sources and maintain databases/data systems  
Oversee the implementation of the information management system and schedule

Ensure that project data is regularly reviewed and validated, with a confidence level assigned to data

Ensure that required project-related reports are generated based on data from the database

Ensure that WASH data is routinely analyzed and synthesized into clear and effective briefs to inform and guide decision making

Ensure that the database and tools are continually updated and improved

To monitor compliance with and the effectiveness of the information security, data protection principles policies and standards, reporting to senior officers as required

Compile and analyze WASH information in order to complete a full reconciliation on a monthly basis

## **Relief International-Zahleh**

**2015-2016**

### **Monitoring and Evaluation**

Responsible of gathering data, assuring the data quality, follow up on M&E activities, and reporting; as well as assisting the creation of assessment tools for program development. Support the accountability functions and contributes towards the relevance, effectiveness, quality, and efficiency of Relief International programming. Collect and systemize information on progress of the sectors of each activity of the project being implemented by RI. Ensure that all field data is captured and segregated. Ensure that all data is collected into Activity Info on a monthly basis. Ensuring that all field-data is collected in a timely and efficient manner. Ensures that all data is stored efficiently in soft and hard copies. Conduct qualitative data collection including. Coordinate closely and regularly with the Monitoring and Evaluation on all data collection, data entry, and data analysis. Liaise with Field Staff for field-visits.

## **Norwegian Refugee Council-Zahleh Ksara**

**2014- 2015**

### **Assessment Officer**

Support the preparation and implementation of regular assessment (including focus group discussions, key informant interviews, discussions, questionnaires...), participate in identifying purpose and goals for assessment, Support the development of assessment and analysis system and tools (including guidelines on how to use them) to use Information Counselling and Legal Assistance data to understand specific context faced by refugees and host communities. As well as identifying

trends and protection issues to be noticed during outreach work, and to develop a mechanism to share this information effectively with field teams, support the collection of information and data from assessments and prepare written reports and maps, including input for weekly and monthly protection and legal updates about the situation. And assist with monitoring and following-up on the quality of services provided at the Centre and as outreach along with assisting in maintaining archiving system up to date and carry out administrative tasks.

Database focal point; prepare new database templates, cleaning databases of team fields and updating them, preparing area manager report as well as activity info.

Monitoring and evaluation of Information, counselling and legal assistance program as well as other core competencies in Norwegian refugee council, such as creating monitoring surveys, conducting them, and preparing a brief report.

**Norwegian Refugee Council- Zahle Ksara**

**2014- 2014**

**Information Field Assistant – Information, Counseling and legal assistance**

Conduct field visits to Informal tented settlements, collective shelters, and community centers and provide Group information sessions as well as individual information session to explain for refugees about legal issues and rights such Housing, land and property (HLP) rights Legal identity including obtaining civil documentation necessary to access rights and services, Citizenship and statelessness issues related to displacement, Procedures for refugee status determination, Procedures for registration of internally displaced people (IDPs) when access to rights and services is dependent on such registration.