

Mary Dirany

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EXPERIENCE

International Labour Organization | Beirut, Lebanon

Dec. 2021 – Feb 2022

Consultant

- Data Collecting for household
- Checking, controlling and analysing household questionnaires
- Collaborating with data entry operators and dispatchers
- Data cleaning
- Prepare progress reports

UNICEF | Beirut, Lebanon

Feb 2020 – Mar 2020

Editing and Coding Officer

- Data Collecting for household
- Checking, controlling and analysing household questionnaires
- Collaborating with data entry operators and dispatchers

UNDP & LPDC | Beirut, Lebanon

Feb 2019 – Nov 2019

Editing and Coding Officer

- Data Collecting for household
- Checking and controlling household questionnaires
- Data cleaning
- Following up with the fieldworkers through phone conversations or meetings
- Contacting fieldworkers to correct misconceptions
- Calling the households in order to check the missing information
- Providing support to the new team members and interviewers
- Archiving household questionnaires

Al Jomhuriya Newspaper | Beirut, Lebanon

May 2016 – Aug 2018

Data Analyst and Data Entry Officer

- Data Collecting
- Monitoring websites and news
- Categorizing news and articles
- Data entry and analyst
- Archiving and records keeping

Librairie Antoine | Beirut, Lebanon

Jul 2015 – Apr 2016

Cashier, ticketing and sales

Lebanese University – faculty of education | Beirut, Lebanon

Jan 2014–May 2015

Librarian traineeship

EDUCATION

Lebanese University – Faculty of Information | Beirut, Lebanon

Oct 2015 – May 2017

Master degree in Information Science

Lebanese University – Faculty of Information | Beirut, Lebanon

Oct 2012 – May 2015

Bachelor degree in Library and Archiving

SKILLS

- Team work, fast learning, active listening and creative
- Computer literacy and Microsoft office
- Fluent in English and Arabic

References available upon request