

Tarek Dib



Contact Information

Beirut, Lebanon

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LinkedIn:

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Nationality

Palestinian - American

Languages

Arabic – Native

English – Excellent at speaking, reading and writing

GitHub

Python and R:

<https://github.com/TarekDib03/>

Survey Data Analysis using R (Bangladesh Covid19 Project):

<https://github.com/TarekDib03/Survey-Data-Analysis>.

Tableau

<https://public.tableau.com/profile/tdib#!/>

Hobbies

- Running, hiking and cycling
- Photography and traveling
- Reading

Profile Statement

- Self-enthused Monitoring and Evaluation Officer and Data Analyst with well-developed analytical skills
- Highly developed skills in collecting, manipulating, and analyzing data as well as managing social workers and outreach teams
- Developed skills in conducting quantitative and qualitative research
- Developed skills in questionnaire and survey design using Kobo toolbox and Google forms
- Extensive experience in conducting both quantitative and qualitative evaluations for projects' activities through developing and conducting survey assessments, Focus Group Discussions, interviews, etc.
- Computing skills using Excel, Python, R, SQL, SPSS and Tableau
- Gained experience in using Power BI through taking online courses

Professional Experience

Monitoring and Evaluation Coordinator

Ananda Marga Universal Relief Team (AMURT)

October 2015 – Present

- Trained staff on using data collection tools (surveys and questionnaires), and on using Kobo toolbox to collect and edit data.
- Worked closely with the outreach and protection teams to collect data and disseminate information about AMURT projects' activities and services provided by CBOs and other organizations.
- Worked closely with social workers and psychotherapists to set up data collection tools, registration forms, and a referral system.
- Periodically perform process evaluations with teachers, psychotherapists, social workers and other team members.
- Assisted in the development of the vocational training project funded by BMZ and KNH Germany.
- Developed baseline studies and socioeconomic assessments both in Chouf and Aley districts.
- Developed a market research assessment to study the skill gaps in both Chouf and Aley districts.
- Developed pre- and post-assessments to measure youth's performance in life and soft skills.
- Conducted a Student Satisfaction Survey with youths.
- Set a clear child-friendly and youth Complaint Mechanism Framework
- Performed Key Informant Interviews (KIIs) with SMEs' owners and vocational training institutes and schools' administrators.
- Developed an M&E plan including indicators, Gantt chart, logframe and impact matrix for multiple projects (Vocational Training Project for Vulnerable youths and other education projects.)
- Generate quarterly and yearly reports for the Project Coordinator and donors.
- Ensured data quality and validation of all data collected during household visits and data entry.
- Trained staff on using basic functionalities in Excel and SPSS.
- Prepared summary statistics reports for the Education, Protection and Psychosocial Support (PSS) activities using Excel and Tableau to present the main findings of the outputs.
- Developed a vulnerability criterion tool to select school aged children who were economically vulnerable for transport cash assistance.
- Regularly conduct FGDs with beneficiaries and other community members.
- Extensively support in producing concept notes and proposals
- Developed M&E plan, logframe and programme framework
- Conducted extensive desk research about child protection issues in Lebanon.

- Performed data analysis using R to study the needs of the Rohingya refugees and the impact of Covid-19 on them. AMURT – Bangladesh collected the data using kobo toolbox.

Data Analysis Consultant

International Rescue Committee (IRC)

April 2015 to June 2015

- Extracted multiple data sources from Access into Excel
- Processed and managed beneficiaries' data
- Performed data analysis on post distribution monitoring data
- Created new indicators/metrics such as expenditure per capita

Database Officer

Secours Islamique France

June 2014 to March 2015

- Managed beneficiaries' data using Excel
- Trained social workers on using ODK to collect data about Syrian refugees in Mount Lebanon
- Performed SQL queries in R to process and manipulate beneficiaries' data
- Conducted household visits of both Syrian refugees and affected Lebanese families in Mount Lebanon
- Prepared distribution lists of beneficiaries to share with UNHCR Information manager
- Used RAIS to upload needs assessment data and to extract information about refugees
- Conducted training sessions to train beneficiaries in using ATM cards, and monitored for any complaints regarding the use of the ATM cards, or in case of loss
- Used advanced MS Excel functionalities to merge multiple data sources and to cross-check refugees' data with UNHCR database

Data Analyst

Splendor Telecom

August 2013 to December 2013

- Developed interactive dashboards for the departments within the organization using Tableau
- Wrote queries to merge and join multiple data sources
- Developed dashboards to group sales activities by region, country, businesses and amounts of sales
- Developed dashboards to report the hourly, daily and monthly number of minutes used by businesses.
- Analyzed the performance of routings segmented by countries.

Data Analyst Intern

Kaiser Permanente, Inc.

June 2012 to November 2012

- Learned and used SAS Enterprise Guide (EG) to extract, prepare, analyze and manage healthcare data
- Developed a better understanding of using logistic regression to form a predictive model. Used patients' data from twenty-one KP emergency departments in Northern California to build up the model
- Modified previous SAS codes to make them more efficient and easier to understand and follow
- Developed time series and distribution analyses to study the performance of emergency departments regarding waiting time in the 21 emergency departments
- Created Excel spreadsheets including charts, graphs, pivot tables and Vlookups

Staff Acoustical Consultant

Illingworth & Rodkin, Inc.

June 2007 to November 2009

- Performed data analysis to study the vertical distribution of noise sources, mainly in heavy trucks
- Monitored underwater sound for multiple projects in Northern California. Used sound level meters to collect data, Matlab and Excel to perform signal and data analyses
- Authored technical noise reports for multiple residential and commercial developments.

Education and Professional Development

Master of Science in Statistics (June 2012, GPA 3.83)

California State University, East Bay

Relevant Coursework: SAS and R, Regression, Descriptive Statistics, Hypothesis Testing, Confidence Interval, Stochastic Processes and Simulation, Time Series, Analysis of Variance, and Linear Algebra

Bachelor of Science in Mechanical Engineering (December 2003, GPA 3.70, Cum Laude)

University of Nevada, Las Vegas

Online Coursework and training Programs:

- Designing and Running Randomized Evaluations offered by MIT through edx platform (February 2020 – May 2020)
 - Design of randomized control trials and impact evaluations
 - Questionnaire and survey design
 - Data collection and management using SurveyCTO and R
 - Measurements of health outcomes (incidence, prevalence, mortality rate, specificity, etc.)
 - Measurements of learning outcomes using multiple tools
- Data Analysis for Social Scientists offered by MIT through edx platform (June 2020 – September 2020)
 - Theory of probability and statistical analysis
 - Data cleansing, manipulation, analysis and visualization using different R packages
 - Estimation and inferential statistics
 - Simple and multivariable linear regression, and machine learning
- Google IT Automation with Python Professional Certificate through Coursera (January 2021 – Present)
 - Crash Course on Python
 - Using Python to Interact with the Operating Systems
 - Introduction to Git and Github

Other Online Courses/trainings:

- SQL for Data Science offered by UC Davis and Managing Big Data with MySQL offered by Duke University through Coursera platform – Developed skills in using SQL to summarize data using aggregate functions, and to perform data analysis on big data sets
- Python Data Analysis offered by Rice University through Coursera – Developed skills in reading and writing data for reporting, processing and analyzing complex data sets (February 26, 2021)
- Currently enrolled in the IBM Data Science Professional Certificate through Coursera

Certificates

- Project and Program Management for NGOs by AUB NGOi – March 3, 2022
- Monitoring, Evaluation, Accountability and Learning for NGOs by AUB NGOi - June 9, 2021
- UNICEF ToT Attendance Certificate - July 21st, 2017
- International Monitoring and Evaluation for Development Results by Indepth Research Services – Kenya, March 31st, 2017

References

Available upon request