

## Raghida Amhaz

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### EDUCATION

<b>09/20-06/21</b>	<b>American University of Science and Technology</b> Beirut, Lebanon Master of Business Administration in Management with Concentration in Project Management Current GPA: 3.8
<b>09/15-06/19</b>	<b>American University of Beirut</b> Beirut, Lebanon Bachelor in Chemistry with a minor in Business Administration Overall Average: 89/100
<b>10/12-05/15</b>	<b>Hermel High School</b> Hermel, Lebanon Lebanese Baccalaureate: Official in 2015

### EXPERIENCE

<b>11/22-Present</b>	<b>Forward Mena</b> Beirut, Lebanon Position held: Training Coordinator (following up with students, creating registration and evaluation forms, managing beneficiaries' data on TAHAKI – M&E platform)
<b>06/22-09/22</b>	<b>Bassmeh and Zaitouneh</b> Beirut, Lebanon Position held: BLN Coordinator (developing strategies to improve students' performance, preparing work and yearly plans, managing the academic affairs, supporting the teachers, evaluating the learning outcomes)
<b>05/22-06/22</b>	<b>Helem</b> Beirut, Lebanon Position held: food drive officer (helping in formatting the assessments questions and the scoring process, conducting assessments for individuals, collecting needed documents, archiving and translating all responses)
<b>12/21-04/22</b>	<b>Helem</b> Beirut, Lebanon Position held: survey officer (helping in formatting the survey questions, conducting in-person and phone interviews, archiving and translating all responses)
<b>01/22-03/22</b>	<b>Bassmeh and Zaitouneh</b> Beirut, Lebanon Position held: Data Enumerator (contacting people from vulnerable communities, scheduling and making field visits, managing, archiving and translating data, managing time for bank payments, working with the project director on needed documents, following up on delays and complaints)
<b>09/21-11/21</b>	<b>Reach/Acted</b> Beirut, Lebanon Position held: Data Enumerator (conducting in-person interviews using KOBO tool, addressing issues/obstacles during data collection, dealing with different vulnerable communities)

<b>09/11-09/21</b>	<b>Lebanese Red Cross - EMS</b> Position held: Volunteer (Leading a team of 8 people, organizing the coming missions, helping people in need)	Hermel, Lebanon
<b>06/21-07/21</b>	<b>Bassmeh and Zaitouneh</b> Position held: Lead Data Enumerator (conducting surveys, making sure that the team is working efficiently, addressing issues/obstacles during data collection, giving training on how to use Kobo)	Beirut, Lebanon
<b>05/20-03/21</b>	<b>Bassmeh and Zaitouneh</b> Position held: Educational Instructor (Teaching math and sciences for vulnerable students, mainly girls And refugees, in grade 7, 8 and 9; managing, monitoring and evaluating data)	Beirut, Lebanon
<b>09/19-01/21</b>	<b>Spark</b> Position held: Assistant Project Officer- Freelancer (conducting and analyzing data, translating documents, helping with financial reports, conducting phone interviews, collecting and storing data, organizing events and activities, managing the NGO mail..)	Beirut, Lebanon
<b>01/19-05/19</b>	<b>Research in Physical Chemistry</b> Position held: research assistant (teamwork, additional knowledge in the field)	American University of Beirut
<b>09/15-02/19</b>	<b>UNICEF Club</b> Position held: member (creating games and activities for children in refugees camps in Bekaa)	American University of Beirut
<b>06/17-07/17</b>	<b>Mentor Arabia</b> Position Held: Intern (Working on Proofreading, Translation and Data Entry)	Beirut, Lebanon
<b>02/15-12/16</b>	<b>Al Tarbiya Scout</b> Position held: Leader (Leading a group of youth, organizing activities and events)	Hermel, Lebanon
<b>07/15-05/16</b>	<b>Search for Common Ground</b> Position held: volunteer (organizing summer camps, events and meetings for Syrian and Lebanese youth engaged in the program)	Bekaa, Lebanon
<b>05/13-10/13</b>	<b>UNICEF AND BEYOND</b> Position held: Teacher (Teaching math and science for Syrian refugees, helping children engage with the Lebanese society)	Bekaa, Lebanon

## TRAININGS AND WORKSHOPS

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<b>08/2021</b>	<b>Helem</b> Position held: Trainee (SOGIESC Training: good understanding of sexual orientation, Gender identity and expression, and sexual characteristics)	Beirut, Lebanon
<b>01/2018</b>	<b>USAID</b> Position Held: Trainee (Trainings on Project Management, Conflict resolution)	American University of Beirut
<b>02/16</b>	<b>Berytech</b> Position held: Trainee (Training on entrepreneurship)	Beirut, Lebanon
<b>01/2016</b>	<b>USAID</b> Position held: Trainee (series of Leadership training Workshops: Capacity and Team Building, Communication and Negotiation skills, Inclusivity and Human Rights, Time Management)	American University of Beirut
<b>05/14-10/15</b>	<b>USPEAK</b> Position held: Trainee (Training on democracy, corruption eradication, media and social media, debating, leadership and women's rights)	Hermel, Lebanon

## SKILLS

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- Fluency in English, Arabic (writing, reading and speaking) and French (writing, reading)
- Very good knowledge in Accounting and Finance
- Great communication skills
- Good level of planning and organizing
- Ability to work in different environment.
- Accuracy in work, patient, and function effectively under pressure
- Excellent organizational skills with effective multitasking
- Ability to work on tasks individually or as part of a team
- Ability to meet deadlines, prioritize work under pressure, coordinate multiple tasks and maintain attention to details

## PROFESSIONAL REFERENCES

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Mohamad Assaf  
Center Coordinator  
Basmeh and Zeitooneh  
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