

Maria Roumanos

Jal El Dib, Lebanon

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Lebanese | May 25, 2000

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Highly Skilled Data Entry and Trainer with 5+ Years of Experience

Leadership

Flexibility

Communication Skills

Teamwork and respect for diversity

Attention to Details

Time Management

Professionalism

Data Analysis

Degrees:

Bachelor of Law, Lebanese University (2023)

Languages:

Arabic, French, and English

Technologies:

MS Office: Word, Excel, PowerPoint, NextGen Youth Platform

WORK EXPERIENCE

Intern Support on the NextGen Youth Platform, UNDP Regional Hub, Lebanon

Nov 2023 – Present

- Supported the data entry, cleaning and validation of profiles/projects in the backend.
- Map events, trainings, announcements, publications, and any other opportunities of interest to youth in the Arab region.
- Map e-learning opportunities (manuals, webinars, courses, etc.) of interest to youth.
- Ensured the consistency and quality of all information posted on the platform as per specific request.
- Followed-up on news stories related to youth in Arab countries and on content of other similar platforms on youth issues and challenges
- Developed social media content on the content/features and services of the platform, targeting young people in the Arab region.

Intern Trainee, IDARA Program with FNF, Lebanon

Jun 2023 – Sep 2023

Phase 1: Characterized by intensive training sessions

- Directed by esteemed public figures and experts, designed to equip us with essential skills for our future careers.
- Enclosed are these topics: leadership development, emotional intelligence and critical thinking, project management, political intelligence and networking, socio-political mindset of centered citizens, and personal organizational and team management.

Phase 2: Worked on our idea Be Lebanon

- Prepared our tasks weekly, we've been a team of 10 persons, and each one of us took a role in developing the idea.
- Worked tirelessly towards making the idea of Be Lebanon, an online platform that aims to promote youth empowerment, community engagement, and leadership.
- Presented a wealth of educational content, covering a wide range of topics, to equip young minds with the knowledge they need to succeed.

Data Entry, UNDP with The Ministry of Finance, Lebanon

Jul 2023 – Aug 2023

- Built and maintained tracking databases for a variety of measuring aspects.

- Compared transcribed data, as displayed on a visual screen, with the source document and corrects any error.
- Maintain accurate files and records, used specialized programs to input data and generate local reports and statistical data as required by funding sources.

Document Management Assistant, UNDP with The Ministry of Finance, Lebanon **Jul 2023 – Aug 2023**

- Organized and categorized 300 legal documents daily for efficient retrieval and reference.
- Collaborated with team members of 3 persons to ensure, accurate, and timely filing of important financial records.
- Maintained strict confidentiality and adhered to data protection protocols while handling sensitive legal information.

Copywriter, Joelle Academy, Lebanon **Jun 2022 – Sep 2022**

- Reviewed and tailored over 100 resumes.
- Wrote 50+ resumes and received good reviews.
- Answered 100+ clients per day and ensured their satisfaction.

Trainer, UNODC, Lebanon **May 2021 – Jun 2021**

- Participated in UNODC project, related gender/training program for youth.
- Helped children who have trauma from the explosion on 4 august 2020.
- Trained more than 50 children aged 5 – 14 years in football, basketball, and arts.
- Created a program for aggressive homeless children to help them to find their inner peace.
- Helped homeless children to express their feelings in different situations.

Trainer, FDCC, Lebanon **Mar 2021 – Jun 2021**

- Created a program “ACTIVEKIDS” to help kids to do sports during COVID19 in their homes.
- Trained 40 kids in different categories (self-defense, Zumba, football, arts).
- Sustainability for children to organize their times by playing different types of sports instead of laziness.

Admin Assistant, Quick line, Lebanon **Sep 2020 – Jan 2021**

- Self-motivated, ability to work with minimum supervision and, to work with tight deadlines.
- Recruited new employees, trained them, equipped them, and answered to their concerns and problem.
- Included fielding telephone calls, received and directed visitors, word processing, created spreadsheets and presentations, and filing.
- Maintained an up-to-date organizational chart for each client in our system.

VOLUNTEERING

EU JEEL Connector, European Union, Lebanon **Mar 2023 – Present**

- Managed initiatives that advance the organization's goals and priorities such as ERASMUS Exchange, Volunteering with the EU.
- Made strong relationships with key stakeholders, including government officials, business leaders, and community organizations.
- Represented the organization at events, coffee talks, and other public engagements to build awareness and support for the organization's mission.

WYA Trainer, The World Youth Alliance **Aug 2022 – Present**

- Engaged the international community and larger culture in issues relating to the dignity of the person, and human rights, and integral development.
- Skilled the youth on democratic governance, promoting human rights, programs advocating for gender parity and women empowerment.
- Trained more than 10 trainees about the declarations of WYA.

Coordinator, Pastorale Universitaire, Lebanon

Sep 2020 – Jun 2022

- Developed and implemented project plans, timelines, and budgets to ensure that projects are completed on time, within scope, and on budget (Christmas, Easter, Missions).
- Coordinated project activities in my university and ensured effective communication among team members (we were 7 members), stakeholders, and sponsors.
- Managed and motivated a team of project staff, providing direction, support, and feedback as needed.
- Encouraged collaboration, teamwork, and effective communication to ensure project success.

COURSES AND WORKSHOPS

Outstanding Project Award , IDARA Program	2023
Freedom and Government , Saint Joseph University of Beirut	2023
Social Entrepreneurship , YIP8 Program	2022
International Criminal Law and Procedures , T.M.C. Asser Institute,	
ITJRC, CISH - UNESCO, IUSTICOM,	2022
WYA Trainer , World Youth Alliance	2022
WYA Member , World Youth Alliance	2022
Gender Equality Awareness , Erasmus Mundus Program	2022
My Youth Parliament , FNF MENA	2022
Debate Techniques the Oxford Style , European Endowment for Democracy	2021
Active Citizens Countering Extremism , FDCE	2021
Leadership Program , Challenge to Change	2021
Fighting Misinformation , FNF MENA	2020
Dismantling of Conflict Democracy and Electoral Systems Advocacy	
and Good Governance , AD4PEACE	2020
Training in Democratic Good Governance and Human Rights Principles ,	2020
Konrad-Adenauer-Stiftung	
GC LAU MUN Annual high School Conference , GC LAU MUN	2017