





MIRA JRADI

CONTACT

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 Lebanese

PROFILE

A passionate and enthusiastic graduate seeking for a chance to grow. I enjoy my socializing and communication skills that make up my personality. Goal-oriented and hardworking person thriving to make the best of my career journey.

EDUCATION

Bachelor's Degree in Public Health

Phoenicia University







2018-2022

Bachelor's Degree in English Literature

Lebanese University

2018-2022

SKILLS

-  Critical Thinking
-  Time Management
-  Project/Event Planning
-  Communication
-  Creativity
-  Document Review

EXPERIENCE

Project Coordinator at Maids.cc

Remote (Nov. 2022 - Present))

- Assist in creating new projects for the Reporting Team
- Supervise on two reporters
- Create the projects' flow and explain it to the reporters
- Point of contact between manager and reporters

Onboarding/Offboarding Specialist at Maids.cc

Remote (June 2022-Nov 2022)

- Creating the Onboarding Process and Onboarding Course
- Meeting with the newly hired and onboarding them
- Checking if the employee meets our minimum requirements
- Keeping track of all newly hired/newly terminated sheets
- Meeting with employees to terminate them and explaining for them the situation

Enumerator at Action Against Hunger

2-months contract: February - April (2022)

- Collecting data for water related issues using KOBO collect
- Conducting day-to-day surveys through in-person interviews at household level for a WASH project
- Explaining to the interviewees the reason behind the survey

Enumerator at Premiere Urgence

4-months contract: November - February (2021-2022)

- Conducting awareness sessions about COVID-19
- Convincing people to get vaccinated
- Helping out people to sign up for vaccination appointments

Internship at Development of People and Nature Association - DPNA

2-months Internship: June - August(2021-2022)

- Organizing the vaccination process at Governmental Hospital in Saida
- Taking the necessary public health measures during the process
- Helping out people by filling their MOPH vaccination applications
- Making sure that people with special needs are having a smooth process

Production Manager at Inaash Association - 2021

- Contacting and following up with the consigners
- Updating the inventory
- Preparing orders
- Updating all the Raw-materials and Newsletter sheets
- Conducting sales and social media orders when necessary

References Upon Request