

## **Nathalie Akilian**

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### **Professional Experience**

MIT Enterprise Forum Pan Arab, Beirut, Lebanon

Jul 2021 – Feb 2023

#### **Programs and Operations Manager**

- Designing, organizing, and planning online and offline entrepreneurship competitions for regional governmental and private entities by coordinating with the partners, stakeholders, and participants as well as managing the team that is executing the events
- Assisting in the selection of the trainers and developing the training curriculum for the different programs
- Researching, selecting, and coordinating with speakers for the conference of MIT Arab Startup Competition
- Handling the logistics of events in terms of visas, flights, accommodation, and transportation for all the participants of the competitions (100+ participants)
- Moderating the Demo Days of online competitions, SkillUP Compete and StartUp Leap, that are initiated by the UAE Ministry of Economy
- Managing and resolving unexpected situations during events when necessary
- Preparing and monitoring the office cash flow, budget, and invoicing
- Handling the budgets of all the programs of MITEF Pan Arab
- Copywriting and copyediting MITEF Pan Arab's blog posts ([Bracket](#)), website content, presentations, proposals, contracts, agreements

MIT Enterprise Forum Pan Arab, Beirut, Lebanon

May 2018 – Jun 2021

#### **Internal Operations and Logistics Manager**

- Developing the internal office policies and handling all HR-related matters
- Reconciling the company's bank accounts with invoices and receipts
- Handling the logistics of the team's daily travels such as visas, flights, hotels, and transportation
- Handling the logistics of all MIT events for startups, mentors, judges, and speakers
- Setting the logistics budget and securing vendors for small-scale events (50+ attendees with a budget of around 50K) or big-scale events (170+ attendees with a budget of around 100K)
- Overviewing and following up on logistics budgets with the project lead and the team executing on the ground

Foundation for Lebanon, Beirut, Lebanon  
**Platform Coordinator & Content Curator**

Jul 2020 – Dec 2021

- Approached and coordinated with the entities that were onboarded on the platform to walk them through the process and collect their information to be placed on the website
- Reviewed and approved the project proposals submitted by the entities on the platform
- Coordinated among team members and directly reported to the Director to ensure that all deadlines were met according to the schedule
- Closely worked with the Tech Lead to create and edit the online platform content in addition to content creation and curation for the website's blog page
- Copywrote articles for the platform's "[Lebanon Now](#)" page
- Coordinated with different suppliers to get the best quotations and contracted them for the different job requirements
- Handled all HR-related matters in terms of salaries, vacations, and insurance
- Organized the Steering Committee and Board Member meetings on a weekly and monthly basis

Wamda Ventures JLT, Beirut, Lebanon  
**Operations and Logistics Manager**

Sep 2013 – Apr 2018

- Handled the logistics of the team's daily travels such as visas, flights, hotels, and transportation
- Handled the logistics of all Mix N' Mentor related travels for employees, mentors, and participants
- Handled the logistics of partnership events (such as MIT Media Lab and PepsiCo.)
- Created and maintained the budgets for the events
- Coordinated with suppliers for the different events' needs such as catering, furniture, sound, video, etc.
- Handled HR-related matters such as issuing employment certificates, maintaining vacations records, obtaining insurance for all team members, enrolling employees in the National Social Security Fund scheme, and drafting employment contracts
- Handled initial accounting records, settled invoices, submitted employees' expenses and per diems, and coordinated with suppliers
- Reconciled and processed all bank-related transactions as well as processed salaries
- Handled the company's legal paperwork
- Copyedited articles and content posted on the platform

The Abraaj Group, Beirut, Lebanon

Aug 2011 – Aug 2013

**Personal Assistant and Office Manager**

- Performed day-to-day office activity
- Coordinated office expenses with company headquarters in Dubai
- Prepared weekly and monthly reports
- Scheduled and booked meetings, hotels, airfare, etc...
- Offered assistance to other RED/Abraaj offices around the world when necessary

Letovsky Real Estate Corporation, Montreal, QC

Aug 2007 – Mar 2011

**Executive Assistant**

Maintained all aspects of portfolios of big to small size properties from preparing summaries and presentations to drafting confidentiality agreements, letters of intent, and invoices to coordinating between client and upper management, preparing quotations/bids, and legal forms.

- Proficient skills in quotations/bids formulating (drafting, preparation, reviewing and finalization)
- Handled correspondence with overseas agents and customers
- Performed market studies and followed up with the different departments of the company
- Handled clients' financial balances by monitoring payments and invoices

**Training Attended**

United Yathreb Co, Kuwait

Oct 2004 – Apr 2005

**Executive Assistant**

- Prepared responses to routine inquiries, invoices, memos, and reports
- Performed day-to-day office activity

Karma & CO, Beirut, Lebanon

Nov 2003 – May 2004

**Administrative & Accounting Department**

- Prepared journal entries/ general ledger operations
- Reconciled auxiliaries
- Monitored bank accounts

**Education**

**Bachelor of Business Administration** (International Business Management)

2004

Notre Dame University, Beirut

**References**

Available upon request