

Celina Theresa Akiki

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Experience:

Growth Analyst, AT3 Creates – Offshore

Sept 2022 – Present

- Supporting in creating the company's growth plan - where the company is at and where it's headed.
- Supporting business growth by hunting regional and global accounts and projects.
- Developing client research to map out the potential for growth across geographies and industries.
- Identifying potential partnerships and seeking opportunities for business growth.
- Producing content for various business pitches and presentations to potential clients.
- Handling leads generation.
- Research new and potential markets for growth based on an overall growth strategy.

Proposal writer and Researcher - Lebanese citizen foundation

Mar 2022-August 2022

- Interviewed 10+ people to get credible information and up to date data for several research papers.
- Transcribed said interviews and translated them to English and Arabic.
- Drafted 2 research proposals and won the bid for them.
- Followed up with organizations after initial applications and sought-after personal connections with international and local donors.
- Synthesized 3 research paper's data into well-cohesive studies.
- Communicated with senior research manager to ensure deliverables are being provided on time and will meet the grant and donor's requirements.
- Ensured compliance with the terms, conditions, pricing information, and reporting requirements.

Awards and Prizes:

Recipient of the honorary prize in the poetry writing competition (CSSC)

June 2013

Professional Development:

Digital Humanities Institute of Beirut, American University of Beirut

May 2019

Attended the "Archiving Web Content" and the "Open-Source Management in Academia" workshops.

Areas of concentration: the digital humanities

Education:

Lebanese University (LU)- Dekwaneh

2020-present

Master's Degree in English Language and Literature

Lebanese University (LU) – Fanar

2017-2020

Bachelor of Arts in English Language and Literature

Lycée officiel des filles – Jdeideh

2015-2017

Lebanese Baccalaureate in Literature and Humanities

Skills:

Languages: fluent in English, French, and Arabic

Computer skills: Microsoft Word, PowerPoint, Excel, Teams, Zoom, and Google Forms.

Soft skills: organization, conflict resolution, critical thinking, time management, analytical, attention to detail.