

JANA ABBAS MRAD

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📁 PROFESSIONAL EXPERIENCE

2022 – Present	CREATIVE TECHNOLOGY SOLUTIONS <i>PARTNERSHIP COORDINATOR</i> <ul style="list-style-type: none">• Designing and delivering project research for capacity building on new partnership opportunities.• Result-oriented partnership approach, setting clear objectives and monitoring progress.• Understanding the processes and procedures in partner collaborations and project management.• Building and maintaining partnerships with various stakeholders, partners, and suppliers.	Dubai, UAE
2022 – Present	CREATIVE TECHNOLOGY SOLUTIONS <i>PRE-SALES AGENT</i> <ul style="list-style-type: none">• Conduct in-depth research on client needs to provide support and identify potential opportunities.• Coordinated with operations to manage post-business setup services and maintain accurate CRM records.• Preparing Budgets Of Different Products and Solutions• Preparing Quotations for Customers	Dubai, UAE
2021 – 2022	FREELANCE <i>PROJECT COORDINATOR AND WRITER</i> <ul style="list-style-type: none">• Lead a senior business plan project on SDG 2 and SDG 10• Achieve the project objectives and aim of ending Hunger within the given constraints and time• Created a strategic understanding of goals, mission and vision for similar food initiatives	

🧠 VOLUNTEERING & TRAINING EXPERIENCE

2022 – Present	Activities Coordinator <i>At Heartbeat Charity, Lebanon</i> <ul style="list-style-type: none">- Organized and managed activities to promote development, inclusion, and well-being.- Coordinated with staff, and volunteers to ensure smooth execution of activities.- Assessed individual needs.- Managed resources, including materials and schedules, to deliver high-quality programs.
2023 – Present	Activities Coordinator with Les Ballets De Beirut <ul style="list-style-type: none">- Plan and organize crafts tailored to different ages and abilities.- Source and manage craft supplies for all participants.- Demonstrate techniques and guide participants step by step.- Work with staff and volunteers to supervise sessions.
Jan 2021 – Apr 2022	VOLUNTEER COORDINATOR <i>AT CENTREMINE, LEBANESE UNIVERSITY</i> <ul style="list-style-type: none">• Solicited feedback from participants to assess event success and uncover opportunities for improvement• Streamlined event efficiencies by accurately coordinating and managing participant's itineraries.• Kept projects on schedule by managing deadlines and adjusting workflows as needed.
2020 – 2021	YOUTH LEADERSHIP PROGRAM PARTICIPANT, 6th COHORT <i>TRAINING PROGRAM, UNDP- LEBANON</i> <ul style="list-style-type: none">• Planning, Designing and creating business ideas and initiatives to achieve the 2030 agenda.

- Quickly learned new skills and applied them to daily tasks, **improving efficiency and productivity**
- Design thinking and project management.
- Developing the Idea into Business

2020 – 2020

MENTOR

AT INNOVATIVE CAMP PROGRAM BY INJAZ, LEBANON

- Coached the mentee on **entrepreneurship and empowered youth**.
- Facilitated the mentee's growth by **sharing resources and network**.
- Challenged the mentee to move beyond his/ her comfort zone and by creating a **safe learning environment**.

Mar 2019 – Oct 2019

COMPANY PROGRAM PARTICIPANT

TRAINING PROGRAM- INJAZ, LEBANON

- Planning, Designing and creating new businesses ideas
- Developing new business ideas and Improving them through **consistent hard work** and **time dedication**.

SKILLS

Activity/Project Planning and Organizing



Microsoft Office

Word, Powerpoint, Excel, OneNote, Outlook, and Teams..



Time Management



M365 Collaboration Solutions



Data Collection and Reporting



Digital Marketing Tools

Google Ads, Facebook Ads Manager, Google Analytics, CANVA

Communication & Networking



M365 Analytics Capabilities

Gained Microsoft Badge in Analytics of Microsoft 365



Community & Client Engagement



Attention to Details



EDUCATION

2019 – 2022

BACHELOR DEGREE IN BANKING AND FINANCE

Lebanese University- Branch 1

Hadath, Lebanon

CERTIFICATES

AI For Excel Formulas

By Corporate Finance Institute- CFI

Excel Fundamentals - Formulas for Finance Certification

By Corporate Finance Institute- CFI

Digital & Social Media Marketing Seminar

Organized by Centre Mine-Lebanese University and in Partnership with L'oreal Liban

Foundations of Project Management

By Smart Skills Group

Fundamentals Of Agile Project Management

Organized by PMI

One Identity: Access Management- Sales Accreditation

Organized by Quest Software

Agile Project Management: Agile, Scrum, Kanban & XP

Delivered by Instructor GenMan Solutions & Organized by Udemy

Fundamentals of Data Analysis in Excel

By Corporate Finance Institute- CFI

One Identity: Access Management -Presales Accreditation

Organized by Quest Software

Project Management Essential Training

Delivered by Instructor Mustapha Benbihi - Organized by UDEMY

Content Marketing and Content Creation Seminar

Organized by Centre Mine-Lebanese University and in Partnership with L'oreal Liban