

Dana Abdel Khalek

Social Entrepreneur & Project Manager

Enthusiastic about being the change I wish to see in the world. My positivity, creativity along with my passion, motivates me to be the best in my field



dana.ak.bme@gmail.com

+96171173338

Aley, Lebanon

linkedin.com/in/dana-abdel-khalek

WORK EXPERIENCE

Operations and Project Manager Riyada for Social Innovation S.A.L.

02/2022 - 08/2023

Beirut, Lebanon

Achievements/Tasks

- Implement social startup incubation programs based on international standards (UNLEASH HACKS and UNDP)
- Manage regional awards and events with 300+ attendees
- Manage several projects and events aimed at underprivileged youth empowerment with 250+ beneficiaries

Contact : Dr. Mona Itani - +961 71 189 908

Project Management - Mentee Linkedin - TechWomen

01/2022 - 03/2022

Silicon Valley, USA

Achievements/Tasks

- Design a video library for online engaging courses
- Learn successful project management practices
- Impact measurement of big social projects

Contact : Ambika Natarajan - +1 (352) 226-6262

Co-Founder & Marketable Skills Trainer GenZ and MedGira

06/2020 - 02/2022

Beirut, Lebanon

Achievements/Tasks

- Won several Hackathons with emphasis on the 4th and 8th SDGs
- Prepare and deliver engaging training for 100+ participants on marketable skills and trendy technical skills according to latest market research

Contact : Randa Safah - +961 03 382 004

Electronics and Math Instructor Byblos Technical Institute

10/2018 - 06/2021

Aley, Lebanon

Achievements/Tasks

- Design and implementation of 2 books (Audio Visual Systems & Analog Electronics) for BT1 in Electronics
- Received 90%+ positive feedback from parents & institute administration

Contact : Mr. Elie Chamoun - +961 70 581 751

EDUCATION

Master of Business Administration

American University of Science and Technology,
Lebanon, An affiliate to the State University of
New York, New York, USA.

10/2022 - Present

B.S. in Computer and Communication Engineering - Minor in Biomedical Engineering

American University of Science and Technology,
Lebanon, An affiliate to the State University of
New York, New York, USA.

10/2009 - 05/2017

Graduated with honors

SKILLS

G Suite

Online Communication

canva

C++

Python

Team work

Training

communication

Adaptability

Project Management

M&E

Motivation

Multi-tasking

Business plan

Pitching

Design Thinking

Event Management

Procurement

CERTIFICATES

Project Management Professional (PMP) Training
(05/2023 - 06/2023)

New Horizons Computer Learning Centers

Impact Measurement and Management (09/2022 - 10/2022)

"Strengthening Social Entrepreneurship for Migration and Development"

Peace Building and Conflict resolution (12/2022 - 01/2023)

Initiatives of Change - Asia Plateau - India

E-Commerce For Women Entrepreneurs - Lebanon
(03/2021 - 04/2022)

International Trade Center

Virtuous Leadership Consultant (10/2021 - 05/2022)

Havard Virtuous Leadership Institute - hvli.org

TechWomen Program (01/2022 - 03/2022)

The United States Department of State, Bureau of Educational and Cultural Affairs

How to be Resilient and Thrive through Disruption and Change (01/2021 - 02/2021)

eqstrategist (Live online Training)

Social Enterprise: How to build a social enterprise
(12/2020 - 01/2021)

Udemy

Proficiency in English (09/2012 - 11/2012)

The University of Michigan Ann Arbor, Michigan - United States of America

ORGANIZATIONS

Initiatives Of Change (IofC) - Lebanon (03/2020 - Present)

Active Member of the coordination team

Lebanese Red Cross (02/2014 - 11/2016)

Medical technician volunteer

LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Full Professional Proficiency

French

Elementary Proficiency

SKILLS

Project Management

PeaceBuilding

M&E

Stakeholder Engagement

Training & Development

Adaptability

Team Work

Collaboration

Empathy

Equity

Empowerment

Conflict Resolution

Soft Skills

Creative Content Creation

Strategic Planning

PROJECTS

Innovate for Peace

This hackathon will bring together a diverse group of talented young minds to share ideas, build networks, and develop sustainable solutions aligned with SDGs 16 and 17.

08/2022 - Present

Achievements/Tasks

- I initiated the project as a response to the increasing conflict around the world, leveraging on my experience in Social Entrepreneurship and my interest and involvement in PeaceBuilding with IOFC
- Established partnerships with the American University of Science and Technology, Initiatives of Change Lebanon, and Institute of Economics and Peace to implement the 4 day hackathon in May 2024
- Our aim is to empower 100 Lebanese youth, 50 high school students and 50 university students

BRIDGE program

Bridging the youth skills gap to ensure inclusion and readiness for higher education is a project that supports access to higher and further education by working closely with pre-college Lebanese residents youth from Greater Beirut area and Northern Lebanon (ages 15-19) and providing a holistic hybrid training program (online and in-person sessions) that will equip them with soft skills, career orientation, and 21st century hands-on digital and entrepreneurship skills.

04/2022 - 06/2023

Beirut, Lebanon

Implemented by Riyada for Social Innovation in partnership with SHiFT Social Innovation Hub & AUB Talal & Madiha Zein iPark within the scope of the "Funding for Training and Capacity Building" component of the HOPES-LEB project funded by the European Union, through the EU Regional Trust Fund in response to the Syrian crisis, the 'EU Madad Fund', and implemented by the German Academic Exchange Service (DAAD), Campus France and Nuffic

Achievements/Tasks

- Managed the project from initiation to closing for international providing extensive plans, M&E, and adapting to changes effectively as they arise
- I designed and filmed an online MOOC on soft skills, and social entrepreneurship tailored towards underprivileged high school students

YLP INC II (Youth Leadership Program: startup INCubation)

Mobilizing the Lebanese economy by supporting social startups that emerged from the Youth Leadership Program. The startups are granted tailored business coaching with professional coaches and experts in the industry they are operating in. The startups were granted seed funding to boost their operations and a professional website for showcasing their work and expanding their operations online.

08/2022 - 08/2023

YLP Inc II is part of the 'Empowering Youth through Transformative Entrepreneurship Support' initiative under the UNDP Regional Youth Project for Arab states, funded by The Big Heart Foundation. The project is implemented by UNDP together with Injaz Lebanon, Riyada and DOT Lebanon.

Achievements/Tasks

- I served as a project manager, recruiting coaches and experts for tailored support, designing a program to follow up with all startups and create a lasting resource of business documents and sheets.
- I have been responsible for devising the business strategy, business model canvas, and pitch deck for one of the incubated startups, as I served as their business coach because they work in an industry where I have experience.

TAQA

The mission of Taqa is to empower family-owned businesses that are the main engine of the economy in Lebanon by providing them access to renewable energy solutions to be able to guarantee business continuity amidst the crisis that the country is going through.

02/2023

TAQA is an initiative mobilized by TechWomen Emerging Leaders of 2022 Spring Cohort*, With support from the 2022 TechWomen Seed Grant Fund TechWomen is an exchange initiative sponsored by the U.S. Department of State with support in its implementation from the Institute of International Education (IIE)

Achievements/Tasks

- I was given the title of one of the most remarkable women upon participating in TechWomen based on my effective leadership of EdTech interest group
- We are in the process of accepting applications from family businesses in need of power to sustain their operations