

# FARAH MOUKADDEM

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## PERSONAL INFORMATION

Date of Birth: 9 February 1987

Nationality: Lebanese

Current City: Beirut

## OBJECTIVE

Seeking a challenging job that offers the opportunity to test and hone my skills and knowledge, to further develop and grow my career. Also, I am passionate to serve the organization to the best of my capabilities.

## WORK EXPERIENCE

The Tomorrow's Leaders Graduate Scholarship Program (TLG) Middle East Partnership Initiative (MEPI) - American University of Beirut

August 2019 – June 2023  
Program Coordinator

- Coordinate with the students on a day-to-day basis and monitor their two years scholarship journey at AUB up until graduation.
- Coordinate throughout the year with the Admissions Office, the Grants and Contracts Office, the Registrar's Office and the Travel Office on all matters related to the TLG students.
- Review, ensure and control quality of deliverables and make sure they comply with project requirements.
- Liaise with project stakeholders on an ongoing basis.
- Assist in program visibility & communication plan: social media & promotional material.
- Participate in meetings related to the program.

Issam Fares Institute for International Affairs & Public Policies - American University of Beirut

March 2015 – February 2019  
Conferences & Admin Assistant

## EDUCATION

Bachelor of Arts in Mass Communication University of Balamand  
Graduated July 2009

Basic Education  
Lycee, Mission Laïque Française

## SKILLS

- TECHNICAL:  
Microsoft Word - Microsoft Excel - Microsoft Power Point - Internet Explorer – Research Oriented – Oracle
- LANGUAGES:  
Arabic – Native Language  
English – Fluent  
French – Fair

## PAST PROJECTS

United Nations, UNHCR Beirut  
Head Office

(2 weeks project – Iraqi  
Refugees Resettlement)

- Interpreter with the Refugee Mission from New Zealand, conducting interviews with Iraqi Refugees for Resettlement.

- Assisting the Director of Institute Dr. Tarek Mitri in meetings and conferences
- Assisting the communication department and other programs in events and conferences coordination.
- Conducting Research

Norwegian Refugee Council - Beirut Head Office

April 2014 – February 2015

Information Field Assistant for Beirut and Mount Lebanon Project

- Assisting Refugees in providing information about the services they can obtain.
- Meetings with NGO's

Norwegian Refugee Council - Beirut Head Office

September 2013 – April 2014

Administrative Assistant

Born Interactive Digital Media Agency - Beirut

May 2012 - December 2012

Account Executive

Media Office of the Lebanese Government

February 2011 - April 2012

- News monitoring for the Prime Minister of The Lebanese Government
- Delivering successful communications/public information programs - Compilation of media coverage analysis reports as required
- Media analysis

Al Bayan Newspaper – Tripoli

September 2009 – July 2010

Training – Journalism

- Public Relations - Social activities coverage

## INTERESTS

- Social Justice activist
- Humanitarian aid & animal aid activist
- Music & Movies
- Sports

## AWARDS & ACHIEVEMENTS

Kirkpatrick Certified Award

October 19, 2021 – US

Online course program

The Kirkpatrick Four-Level Training Evaluation Model uses Reaction, Learning, Behavior, and Results to measure the effectiveness of learning programs.