

# Tamara Ali Ahmad

Beirut, Lebanon

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## Career Objective

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Highly focused and motivated candidate with a solid legal education, a fused career and excellent communication skills seeking a job in the humanitarian sector.

## Work Experience

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Field and Advocacy Coordinator

January 2024- Present

Migrant Workers Program

Responsibilities:

- Support the Rights of Migrant Workers by handling the daily follow up on the project's activities in the field, and ensuring that the technical aspects of the project are running in accordance with the project's objectives and strategies
- Ensure smooth implementation, harmonization and effective use of the available resources
- Implementation of the Program activities in Amel centers and the field
- Manage the team in the field for sound implementation of activities, mainly social workers, teachers, head of centers, beneficiaries, community leaders, and employers and coordinate with lawyer, psychotherapist, doctors and nurses.
- Follow-up with interns or volunteers if needed
- Collect vouchers and expenses receipts and transmit them to Amel Administrative Department.
- Prepare weekly progress reports and other relevant documents to be sent to the program coordinator
- Conduct regular field visits to the targeted centers and manage all programmatic and operational issues within these centers
- Contribute to the project's Technical and Financial Reporting
- Manage expenses according to the budget, under the supervision of the Program coordinator and Finance department regulations

Field and Monitoring officer at SHEILD NGO in Beirut

September 2020 – December 2023

Livelihood and Food Security program

Responsibilities:

- Monitor and evaluate the effectiveness and impact of cash-based assistance delivered and followed modalities in Beirut, Mount Lebanon
- Identify and refer cases with urgent protection needs or need for assistance through the appropriate channels and provide community-based protection solutions
- Conduct assessments to provide an efficient, range of site support services including general repairs, supervise general maintenance and identifying priority needs of affected communities after the Beirut blast
- Conduct FGDs (focus group discussions) with eligible beneficiaries benefitting from assistance
- Conduct PDM (post distribution monitoring) visits to households

- Conduct assessments and impact studies on field damages with refugees and Lebanese community and reporting to head office and partners (funded by WFP- World Food Program and the Lebanese Red Cross)
- Conducting household visits to assess the needs and eligibility for protection and cash for food assistance
- Implement monitoring activities to shops contracted by WFP, OCHA
- Many other related task

Paralegal at Aoun Law Firm

February 2020 – July 2020

Responsibilities:

- Prepares affidavits, legal correspondence and other documents for attorneys
- Conducting, participating in and reporting on meetings.
- Researched and compiled data from a variety of reference sources, preparing substantive indices upon request primarily on cases related to labor law, Child Protection and Land & Property law
- Meets with clients, attorneys, and other professionals to talk about case details and recommend appropriate solutions.
- Helps prepare for trial by organizing exhibits and assisting with other tasks as needed
- Facilitate effective information management by providing detailed data on needed matters
- Gathers and arranges evidence and other legal documents for attorney review and case preparation
- Prepares briefs, contracts, real estate closing statements, pleadings, appeals, and other legal documents
- Investigates facts and laws of cases and searches public records and other resources to prepare cases and determine causes of action
- Gathers and analyzes statutes, decisions, and legal articles, codes, documents and other data
- Calls on witnesses to testify at hearings
- Keeps law library up-to-date by monitoring legal volumes

Internship at Chamseddine Law Firm

January 2019 – November 2019

Responsibilities:

- Reviewing and assisting in developing processes for expediting legal procedures
- Discussed case details and plea offers with clients
- Worked effectively with multicultural clients
- Achieved results in a challenging environment to ensures that the dispute shall be handled in the most efficient manner possible.
- Prepares briefs, wills, contracts, real estate closing statements, pleadings, appeals, and other legal documents
- Investigates facts and laws of cases and searches public records and other resources to prepare cases and determine causes of action
- Meets with clients, attorneys, and other professionals to talk about case details

Internship at Manal ATTIEH Notary Public

January 2017 - June 2017

Responsibilities:

- Drafted and analyzed different types of legal documents including contracts, memoranda, and nondisclosure agreements
- Conducted legal research on diversity of matters related to the clients' interests and businesses

- Identified and assessed legal risks that need to be brought to the notary's attention and implemented mitigation measures for such risks
- Provided legal support to administrative assistants as required
- Maintained liaison and facilitated contact with external factors including ministries, municipalities and lawyers

Internship at March Non-governmental Organization

June 2016 - August 2016

Responsibilities:

- Assisted in the overall implementation of March's program activities in North Lebanon
- Participated in operating peace building and conflict resolution projects including the Kahwetna initiative, a cultural café aiming to unite and reconcile Tripoli's youth
- Assisted in the preparation and execution of workshops and awareness sessions promoting dialogue on various topics including women's rights, gender-based violence and censorship
- Worked closely with project partners and local actors in North Lebanon to ensure proper coordination of activities
- Compiled progress reports on daily activities and beneficiary participation according to March and donors requirements
- Participated in research, compilation and synthesis of information to better understand the needs of vulnerable communities in North Lebanon
- Assisted in the logistical preparations required to conduct dialogue sessions and other activities

Teacher at Apple Days Daycare (Seasonal summer camp)

Summers 2015, 2017, 2018

Responsibilities:

- Assisted with the successful implementation of the curriculum by customizing the approach based on the unique needs of the children
- Created a safe and nurturing environment for children
- Closely collaborated with the parents, teachers, learning staff to create positive and productive relationships in order to establish a holistic learning environment
- Prepared fun activities that are designed to motivate and encourage children to learn and acquire knowledge through discovery

## Education

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Master's Degree in Law (M2): Litigations, arbitration and alternative dispute resolutions

*Filière francophone de droit*

In Progress

Master's Degree in Law (M1)

*Islamic University of Lebanon*

2017-2018

Bachelor's Degree in Law

*Filière francophone de droit*

2013-2017

## General Skills

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Computer skills: Proficient in Microsoft office

Languages: Fluent in French, English, and Arabic

Soft skills:

- Good written and verbal communication skills
- Strong research and analytical skills
- Excellent at time management and organization
- Able to work under stress
- Team player

## Certifications

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Professional training on Gender and Protection Mainstreaming (PSEA)

February 2023

-Mission East Organization -

Red Cross Certificate in First Aid Principles

## References

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Available upon request