

ELISSAR ABDULHADI

+90 505 774 89 11

elissar.abdulahadi@gmail.com

Beirut/Istanbul



Trilingual, and result-oriented professional with a diverse background in project management, administration, business development, sustainability, and community engagement. With a proven ability to manage operations and projects that enhance student experiences, I am eager to leverage my skills and experience to contribute to the development of Lebanese youth and the Lebanese academic sector.

SKILLS AND PROFICIENCIES

- Asana, G-suite, Microsoft office, and Salesforce
- Problem definition and solution structuring
- Project scheduling
- Resource allocation and task delegation
- Stakeholder management and community engagement
- Self-management and agility
- Data entry and archiving

WORK EXPERIENCE

Project manager (July 2023 - April 2024)

Studykoy

- Leading expansion, business development, and growth-related projects, demonstrating strong leadership and strategic planning skills.
- Managing project timelines, resources, and stakeholders to ensure project objectives are met within budget and schedule.
- Developing and maintaining positive relationships with clients and partners, fostering trust and collaboration.

Lead student assistant (Oct 2022 - July 2023)

Bahçeşehir University, International Student Life Unit (ISLU)

- Provided comprehensive administrative support to ISLU, including office management, archiving, team coordination, and student assistance services.
- Managed day-to-day office operations to ensure a smooth workflow and efficient resolution of issues.
- Assisted students with legal inquiries, concerns, and residence permit procedures ensuring a satisfying student experience

Co-founder and Manager (Jan 2021 - May 2021)

Sabuné

- Co-founded and operated a startup specializing in organic and sustainable handmade soap products, demonstrating entrepreneurial spirit and business acumen..
- Managed all aspects of business operations, including product development, marketing, sales, and customer relations

EDUCATION

Master of Business Administration (MBA) (Present)

Bahçeşehir University

- GPA: 3.75
- Thesis: Leadership styles and the implementation of the SGDs
- Relevant courses: project management, strategic management and execution, and leadership development

Bachelor's degree in Economics (2022)

Lebanese International University

- Distinguished graduate with a 3.82 GPA
- Presidents honor list in 2019 with a 4.00 GPA

CERTIFICATIONS

Project Management Program - March 2024

PMI/INJAZ

- Comprehensive understanding of project management's main aspects, including budget, time, and scope management.
- Expertise in the five phases of the project management process and their associated tools.
- Proficient in creating and managing project documents

McKinsey Forward Program - March 2024

McKinsey

- Specialized training in problem-solving utilizing the 7-step hypothesis-led approach.
- Proficiency in the ERIC framework for effective and impactful communication.
- Acquired adaptability and resilience methods and tools for navigating challenging situations.

Youth Leadership Program (YLP7) - Dec 2021

United Nations Development Programme, UNDP

- Completed courses on rapid business planning, creative problem solving, and the Sustainable Development Goals (SDGs).
- Practiced pitching, design thinking, business plan development, and leadership skills.

The Complete Financial Analyst Course - Dec2021 Udemy

- Enhanced proficiency in financial statement development and analysis.
- Expanded skills in financial budgeting and forecasting.
- Gained extensive knowledge in utilizing Excel for financial operations.

VOLUNTEERING

Organization and Event Planning Team Leader (Sep 2022 – present)

Bahcesehir International Student Committee (BISC)

- Organizing and coordinating events and activities for international students, contributing to a vibrant and inclusive campus community.
- Managing team members to plan and execute successful events, enhancing student experience and satisfaction.

Country representative (Nov 2022 – March 2024)

Bahçeşehir University

- Represented the Lebanese community at Bahcesehir University, facilitating cultural exchange and community engagement initiatives.
- Collaborated with other communities on events and activities to promote cross-cultural understanding and integration among international students.

Community Volunteer (Apr 2022 – Sep 2022)

DSC (donner sang compter)

- Contributed to promoting voluntary blood donation and raising awareness about the importance of blood donation through organizing and participating in events and blood drives.
- Engaged with community members and stakeholders to inspire action and support for the cause of voluntary blood donation.

LANGUAGES

- Arabic – native speaker
- English – professional
- Turkish – conversational