



RANA BOU DAGHER

Event Operations Professional



+974 3376 9262



rana-boudagher97@hotmail.com



Based in Doha, Qatar

ABOUT ME

Proactive, positive and goal-oriented person, seeking for challenging opportunities where I can fully utilize my skills and knowledge efficiently in a professional event environment.

SKILLS

- **Mega Sports Events**
- **Live Events**
- **Artist Liaison**
- **Stage Managing.**
- **Ability to work under pressure, independently and in a team.**
- **Critical Thinking & Problem Solving**
- **Leadership**
- **Interpersonal Skills**
- **Ability to manage high workload.**
- **Effective Time Management.**
- **Event Planning & Scheduling**
- **Customer-focused Services**
- **MS Office:** Excel, PowerPoint, Word, SharePoint, Teams.
- **Other Softwares:** Asana, Starbase, Bim360, Dropbox.

WORK EXPERIENCE

CEREMONIES OPERATIONS SPECIALIST

APRIL 2024 – MAY 2024

AFC U23 ASIAN CUP 2024 / Local Organizing Committee- Qatar

- Pre match ceremonies (PMC) Venue Manager for Jassim bin Hamad Stadium.
- Leading rehearsals of Opening Ceremony and Pre-Match Ceremonies.
- Stage Managing PMC and Opening Ceremony, leading a team of 200 crew.
- Venue Operations Liaison for Abdullah bin Khalifa Stadium.
- Infotainment Support for Abdullah bin Khalifa Stadium.

CEREMONIES & PMC SPECIALIST

September 2023 - February 2024

ASIAN CUP QATAR 2023 / Local Organizing Committee-Qatar

- **Accreditation Lead:**
 - Negotiated Access, Privileges and Quotas with Key Operational Areas.
 - Accreditation & Registration for 3000+ national and international suppliers including VIP guests and Headline Talents.
 - Visa registration for all international suppliers via the Hayya B2B System, ensuring timely approvals for seamless participation.
 - Managed secure information and data submitted by suppliers.
 - Developed access routing maps to optimize logistical flow.
 - Providing strategic guidance and training for our suppliers on how to use the Accreditation System and access control flow.
 - Provide regular data and issue reporting to Management.
- **Headline Talent Management:**
 - Headline Talent (HLT) Management for Opening & Closing Ceremonies.
 - HLT Field of Play Stage Manager for Closing Ceremony.
- **Pre match ceremonies (PMC) Venue Manager for Khalifa International Stadium:**
 - Stage managing PMC and leading a team of 96 crew ensuring a successful delivery of 6/51 Pre-Match Ceremonies while supporting other venues.
 - Managing the rehearsals of PMC, respecting AFC Guidelines to protect the pitch and align respectively with other functional areas to ensure that Competition timings are respected.
 - Managing furniture and signage for designated spaces.
 - Creating essential paperwork as site operational plans, pitch maps, internal schedule and daily status reports.

LANGUAGES

ARABIC C2 - Native
ENGLISH C2 - Proficient
FRENCH B1 - Intermediate

EDUCATION

B.A HOSPITALITY & TOURISM MGMT-

With Honors- GPA 3.36

Lebanese International University

WORK EXPERIENCE

CEREMONIES COORDINATOR

March 2022 - February 2023

FIFA WORLD CUP QATAR 2022 / Q22-Qatar

- Planning, preparing, and implementing the FIFA World Cup Qatar 2022 Ceremonies project within the defined scope: FIFA Final Draw, Opening, 3rd place, Trophy Award and Closing Ceremonies.
- Liaising and communicating with external and internal parties.
- Submitting and processing more than 2000 Visas for our suppliers
- Headline Talent-Artist Liaison for:
 - Lusail Stadium Inauguration: Lusail Super Cup 2022.
 - Bollywood Festival.
- Operations Liaison on venues for Opening, Closing and Trophy Awards Ceremonies.
- Managing the inventories and the distribution to Ceremonies Offices on Venue.
- Creating and developing the operational documents, such as operational plans,

EVENT COORDINATOR

March 2021 - December 2021

IL-PARTITO / Qatar

- Transformed client visions into crowd-pleasing weddings that were executed flawlessly, within budget.
- Build and maintain strong customer relationships through regular meetings and communications.
- Managed day-to-day operations of the events team by providing strategic guidance and creative direction.
- Managed suppliers in order to guarantee deliverables in due time.
- Operational execution on venues pre-ceremonies
- Managed storage and inventories post ceremonies.
- Communicating with vendors to confirm logistics and review contracts.

FREELANCE/ CONTRACT BASED PROJECTS

2016-2024

- **ROOM MANAGER- THE 17TH WORLD CONGRESS OF BIOETHICS 2024**
Auditoire / Qatar
- **GUEST REGISTRATION ASSISTANT- QUMRA FESTIVAL 2018**
Doha Film Institute / Qatar
- **GUEST REGISTRATION ASSISTANT- QUMRA FESTIVAL 2017 & 2018**
Doha Film Institute / Qatar
- **GUEST REGISTRATION ASSISTANT- AJYAL YOUTH FILM FESTIVAL**
Doha Film Institute / Qatar
- **PRODUCTION COORDINATOR- METLIB 2016**
Innovations Unlimited ME / Qatar

Reference available upon request