

KAMELA DAHHAN

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QUALIFICATIONS SUMMARY

Accomplished, people-oriented professional with over five years of experience in driving program success, ensuring seamless program development, and supporting coordination of program budget within fast paced environment. Accelerated career record of achieving program goals, overseeing implementation of program activities, and monitoring program efficacy. Proficient in liaising with multiple parties, providing program administration support, and aligning staff proficiencies with organizations mission. Empathetic individual with robust proficiencies in collaborating and working with individuals from diverse cultures and backgrounds utilizing high-level communication and management skills.

An insightful leader and team player able to impart knowledge and motivate staff and colleagues to operate at optimal performance levels. Champion at change, creativity, and continuous improvement aimed at unlocking business potential through strategic thinking and practical know-how.

PROFESSIONAL EXPERIENCE

International Rescue Committee (IRC): New York, NY

Employment Specialist

July 2022– Present

- ✦ Conduct intake, assessment, and program orientation to +40 clients eligible for employment and assistance service.
- ✦ Develop comprehensive employment plans and budget strategies for each employable adult.
- ✦ Provide job readiness and job search coaching and connect clients with job opportunities.
- ✦ Develop and cultivate long term relationships with top tier employers and staffing agencies to identify appropriate employment opportunities for clients.

Tax Preparer Assistant

February 2022– May 2022

- ✦ Provide coordination and organization for the VITA program.
- ✦ Provide tax preparation to clients in accordance with the IRS process.
- ✦ Assist and manage VITA volunteers.

Women Empowerment Intern

September 2021– February 2022

- ✦ Provide one on one career coaching and counseling for POWER clients.
- ✦ Create resumes, facilitate career development workshops, and prepare clients for interviews.
- ✦ Track client's meetings and progress on ETO software.
- ✦ Communicate effectively in person and by telephone with both team and clients.
- ✦ Develop case management training course.

Citizenship League: Beirut, Lebanon

Communication officer

2020 – December 2021

Oversee multiple successful projects from conception to completion, such as "the way forward" project and film club and citizenship project. Attain optimal outcomes by creating best-in-class designs for multi-media communications, including Website content, Social Media content, Public Event Content, and filmed content. Provide hands-on assistance to league by developing innovative mediatic material and providing remarkable suggestions. Ensure complete data security by collecting, compiling, and recording photos and documents of all events and activities while maintaining high-level accuracy.

- ✦ Promoted an organization's brand by formulating, editing and distributing top-notch written content, such as media releases and articles.

SKILLS & EXPERTISE

- Program Operation Management
- Social Services Management
- Human Rights Obligations
- Welfare Needs Assessment
- Program Strategic Planning
- Budget Forecasting & Management
- Program Lifecycle Management
- Critical Reflection & Analysis
- Human Behaviour Management
- Values & Ethics Compliance
- Process & Performance Improvement
- Effective Communication
- Team Building & Leadership

- ✧ Realized company set goals by directing effective dissemination of articles, papers, and content related to CL operations upon request in compliance with appropriate standards.
- ✧ Built social media presence by maintaining solid online presence, advertising multiple activities, and running company social media platforms.

Midal Organization: Nabatieh, Lebanon

Women Empowerment Officer

2018 – 2020

Collaborated with partners and NGOS while arraigning and contributing in work groups, meetings, and conferences in an efficient manner. Generated desired results by efficiently preparing set-up of project sites and supervising numerous operations for participants. Managed all visual communication procedures by designing and executing groundbreaking strategies while adhering to all company standards.

- ✧ Achieved project objectives by overseeing multiple aspects of projects and timely performing functions, such as providing professional development training and guidance to team members.
- ✧ Drove lucrative opportunities to organization by liaising with local municipalities and coordinating publicity events

Mayadeen School: Nabatieh, Lebanon

Preschool Arabic Teacher

2016 – 2018

Fostered positive working relationships while helping library patrons daily in a primarily academic environment. Increased student engagement by enforcing interactive learning tactics and introducing and leveraging multiple educational techniques, such as storytelling. Created stimulating educational and recreational, environments to enrich children's minds, develop critical thinking abilities, and establish positive social behaviors.

- ✧ Maintained exceptional students experience by devising and implementing effective lesson plans and creating assessment tools for every lesson.
- ✧ Planned and executed themed lesson plans and indoor/outdoor activities to promote student's learning and conceptual growth.
- ✧ Ensured lessons contained life skills and fostered cooperation and proper socialization among children.

EDUCATIONAL BACKGROUND

Diploma in NGO Management

LAU, Beirut, Lebanon: 2020-Present

- ✧ *Relevant Coursework: Structure and governance in humanitarian and development interventions, Proposal writing, Strategic assessment and planning, Fundraising trends, Non-profit financing and budgeting, Monitoring and evaluation, Accountability and learning, Communication strategy and technology, and Influencing through advocacy.*

Masters in Communication and Public Relations

BAU, Beirut, Lebanon: 2020-Present

Bachelors in Mass Communication

BAU, Beirut, Lebanon: 2015-2018

PROFESSIONAL DEVELOPMENT

E-COURSE —Project Design, Monitoring, and Evaluation / TOT / International Computer License (ICDL) / Training Courses On Women Empowerment

TECHNICAL SKILLS

Video editing(adobe premier) / Adobe illustrator / Microsoft Office Suite (Word,Excel, and PowerPoint)

LANGUAGE PROFICIENCIES

English (Fluent) / Arabic (Fluent)