

Key Qualifications Team player, researcher, critical thinker with analytical mind, achievement-oriented, self-motivated, strong organizational and time management abilities, passionate, learner, people-oriented, autonomous, detail-orientated.

Experience **Executive Assistant, Resource Group** **Oct 2021 till Present**

- Managed a client-centric office operations.
- Orchestrated communication, filtered requests and acted as a bridge between the C-suite and internal/ external parties.
- Managed and prioritized Deputy CEO agenda and schedule.
- Executed ad-hoc projects related to the C-suite office.
- Ascertained and preserved critical confidential information and documentation.
- Enhanced the C-suite office environment by creating a friendly atmosphere and professionally attending to customers' needs.
- Acted as an office manager, developed, and implemented workflow within C-suite office.
- Managed floor staff (drivers, attendants, messengers, security).
- Built a strong PR with the C-suite connections.
- Efficiently administered personal files, financial/bank documents, relationships with embassies and governmental institutions.

SharePoint Data Manager, ALBA **2015 till 2021**

(Académie Libanaise des Beaux-Arts, University of Balamand)

- Contributed to the analysis and design of a customized data management solution using MS SharePoint for various archiving collections (Academic archives, administrative archives, cultural archives, special collections ...) according to user needs and requirements.
- Supported the data management of various databases.
- Implemented data collection, cleansing and validation procedure.
- Performed data modeling using MS Excel.
- Managed the integration of the available data with Microsoft SharePoint platform.
- Ensured a smooth user experience for the archiving system and managed accessibility for the available data.

Achievements (within the team):

- Integration of the administrative archives on SharePoint (> 200 000 records). **2017**
- Conservation of over 2000 books (year 1800+, rare collections of Music and Byzantine icon restauration). **2019**

Math Teacher (IB system), German School **2014 - 2015**

- Prepared and presented daily sessions for Grade 8, Grade 9, and Grade 12.
- Prepared and graded exams.
- Followed up with students.
- Attended parent's meetings and participated in staff meetings and workshops.

Project Officer, Green Hand Association **2013-2014**

- Supported the development and implementation of environmental/ecological projects (Mobile botanical garden, Ecotourism, ...)
- Participated in conducting capacity building exercises to local farmer, producers, and artisans to raise awareness and support in creating new opportunities.
- Contributed to project proposals writing.
- Performed administrative tasks: archiving, minutes of meeting, dealing with suppliers, preparing presentations.

Project Coordinator, MK Square S.A.L. **2012-2014**

(Affiliated with Beirut Association for Social Development)

- Assisted in the exploration, outsourcing and outreaching for talented Lebanese and Arab designers.
- Coordinated exhibition organization to present the work of the designers in different countries (Lebanon, Jordan, and KSA).
- Managed the marketing, public relation, coordination, accounting, procurement, installations, on-time handover and shipments to ensure the success of exhibitions.

Account Manager, Guardia Systems S.A.L. **2011 - 2012**

- Connected with new clients and scouted for potential projects (security and fire industry).
- Previewed the best technical solution (low current security systems, home automation, firefighting and protection ...) for the client needs within the available budget.
- Prepared project tenders, drafted project-related documentation and performed relevant admin work.
- Coordinated with team members and followed up on project execution to ensure project success.

Software Developer, Multilane inc. S.A.L. **2010 - 2011**

- Conducted hardware testing (Electronic boards).
- Wrote technical documents.
- Developed software for Graphic User Interfaces (GUI) to interact with the hardware.
- Implemented software testing and documentation.

Education **MSc. STIP (Signal, Image, Telecom, Speech), Lebanese University** **2010**
Project: Cognitive Radio Spectrum Sensing: Research and simulation using MatLab.

M1 Telecommunication, Lebanese University **2009**
Project: Digital Signal Processor (DSP), Speaker Recognition: Research and simulation using MatLab.

BSc. General Electronics, Lebanese University (LU) **2008**
Project: Preparation of a reference book for the Microprocessor course in the LU, BS Electronics section. It is used by LU to date.

Certification **Society for Human Resource Management Certified Professional (SHRM-CP)** **In process**

Fitness Expert, Step Ahead Sports Schools **2018**
(Personal Training, Strength and Conditioning, Post-Rehab, Sports Nutrition)
 Corrective exercise, Injury prevention exercise, Posture alignment, Senior training, Customized training for people with challenging cases (Alzheimer, Parkinson, Multiple sclerosis, etc...), Sports psychology.

Financial Management Training, International Union for Conservation of Nature (IUCN-ROWA) **2014**
 Basic financial knowledge for non-financial professionals: accounting, financial analysis, costing, project proposals ...

First Aid Responder, Primal X Combative **2021**
 Providing pre-hospital care for medical emergencies.

Research Consultancy Papers for theology and physical education university students, and private consultancy.

- Zero waste management in rural areas **2019**
- Medical fitness for challenging cases and seniors **2019**
- Bio effects of dioxins and nanoparticles **2019**
- Bio effects of 5G **2019**
- Obesity among middle aged fitness trainers **2018**
- History of doping in athletes **2018**
- Marriage vs. Bachelorhood among clergy in Eastern Church **2014**
- Relationship's credibility and social communication through contemporary communication tools **2014**
- Suicide and Religion **2013**
- Impact of eastern liturgical composers on the liturgical legacy **2013**
- The integration of children in Eastern Church and the relevant religious education **2013**
- Balanced relationships, depression and isolation **2012**
- Theology of veneration of icons **2012**
- The legacy of Saint Dionysius the Areopagite **2012**
- Translation of several articles (English-Arabic) in various fields

Volunteering Conduct discussions with a youth group raising awareness on various topics.

- Controversy of vaccines **2020**
- Sensemaking and information ecology **2020**
- Trauma as a root cause of disease **2021**

Languages **Arabic** (Fluent), **English** (Fluent), **French** (Fair comprehension and reading).

Computer Skills MS Office, MS Office 365, MS SharePoint, Power Bi, Moodle, MatLab, VHDL, Mplab, Orcad, Pspice, C, C++, C#.

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