

Mahmoud Sattof

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CAREER SUMMARY

Motivated business management graduate eager to leverage strong communication, interpersonal, and problem-solving skills in a dynamic professional environment. Passionate about fostering teamwork, continuous learning, and building lasting relationships to drive organizational success. Proven ability to quickly adapt to new challenges and contribute effectively to diverse teams. Seeking opportunities to apply academic knowledge and practical experience in a role that promotes growth and development.

RELATED SKILLS

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| <ul style="list-style-type: none">• Fluent English speaker and proficient writer.• Proficient in Microsoft Office Suite• Expert in Google Workspace (Gmail, Docs, Sheets, Drive, Calendar).• Typing speed of 30 words per minute.• Academic writing expertise (3 years of experience). | <ul style="list-style-type: none">• Time management and leadership skills.• Bilingual communication with cultural sensitivity.• Attentive listening for accurate interpretation.• Precise interpretation of complex information |
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EDUCATION

Bachelor's degree, Business Management	January 2021 – July 2023
Southern New Hampshire University Manchester, NH, USA	
Dean's presidential list, member of the students' representatives club.	

PROFESSIONAL EXPERIENCE

Translator | December 2022 – May 2024 | Al-Amal International Charity | Beqaa, Lebanon

- Facilitated seamless communication during meetings with foreign partners, securing strategic partnerships that increased donations by 30%.
- Drafted and translated contracts with influencers and agencies, ensuring legally sound and mutually beneficial agreements.
- Spearheaded on-the-ground support for influencers during four fundraising campaigns, boosting campaign effectiveness by 25%.
- Negotiated and finalized deals with key influencers, directly enhancing the charity's fundraising efforts and increasing outreach.

Field Outreach Coordinator | September 2022 – June 2024 | Relief International | Beqaa, Lebanon

- Empowered over 50 Syrian refugees by delivering targeted informative sessions, enhancing their access to essential knowledge and resources.

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- Conducted comprehensive field surveys on critical health issues, including COVID-19, malnutrition, and measles, providing crucial data that informed and optimized targeted interventions.
- Orchestrated a successful outreach campaign that facilitated the vaccination of 100 individuals against COVID-19, contributing to improved community health outcomes.

English Teacher | September 2023 – June 2024 | Human Aid and Development | Aarsal, Lebanon

- Developed and implemented customized English curricula for 70 students, leveraging digital tools to drive a 15% improvement in assessment scores.
- Designed and managed assignments and exams on a digital platform, monitoring and supporting student progress, achieving a 90% completion rate.
- Cultivated active participation and collaboration among students, boosting engagement by 20% and enhancing the overall learning experience.

Field Meal Officer | December 2021 - May 2022 | Molham Team | Beqaa, Lebanon

- Oversaw the implementation of 5 humanitarian projects, ensuring efficient resource allocation and achieving a 95% on-time completion rate.
- Evaluated 112 sponsored cases, identifying areas for improvement and increasing project impact by 20%.
- Assisted in executing a UNHCR-funded project, distributing over 5,000 blankets to Syrian refugees.

VOLUNTEER WORK

Volunteer Worker

March 2014 – July 2016

Union of Relief and Development Associations (URDA) | Aarsal, Lebanon

- Contributed to the construction of urgent shelters and permanent camps, enhancing living conditions for over 1,000 Syrian refugees.
- Coordinated the organization and distribution of essential aid, ensuring timely support for 500+ refugee families.
- Led qualitative research efforts across 13 camps, assessing needs and optimizing aid distribution, resulting in a 15% increase in aid efficiency.

PROFESSIONAL CERTIFICATIONS AND TRAINING

Fundamentals of Digital Marketing | Google

Completed: 29 June 2024

Customer Service Foundations | LinkedIn

Completed: 5 August 2024