

# Sarah Al Banna

Kfar Him, Lebanon · +961 71053932  
[Sarahbanna48@gmail.com](mailto:Sarahbanna48@gmail.com) | 23 Jan. 1997

Decisive and result-focused project coordinator with a strong background in business operations, event planning, and workshop moderation. Proven success in leading multiple projects, grant writing, and client management. Seeking a role in project coordination or radiology where I can use my skills to drive success and growth.

## **Core Competencies:**

- Project Coordination
- Event Planning
- Business Operations
- Stakeholder Communication
- Workshop Facilitation
- Grant Writing
- Time Management
- Radiologic Sciences

## **Work Experience:**

### **COO – Darrebni ICT S.A.R.L.**

**March, 2021 - Present**

- Designing and implementing business operations.
- Establishing policies that promote company vision.
- Overseeing operations of the company.
- coordinate activities between multiple projects.
- Planned and designed programs, monitored progress, and resolved issues to ensure project success.
- Moderated training programs and workshops, successfully onboarding over 100 participants.
- Defined timelines, dates, and duration for programs, optimizing scheduling and resource allocation.

### **Grant Writer – Freelance**

**July, 2021 – Present**

Been able to secure all the proposals and met with all the requirements needed

- Responsible for discovering grant opportunities and building and maintaining relationships with funders, donors, and others within the community.
- Research, draft, and submit proposals that help organizations or individuals receive grant funding.
- Successfully drafted and submitted proposals that met all requirements, leading to increased funding

- Coordinated and finalized grant submission sections, ensuring compliance with supporter's requirements.
- Analyzed activity outcomes data to identify educational gaps, improving future grant proposals.

#### **Accredited Trainer – Darrebni ICT**

**September, 2020 – Present**

- Provided strategic advice to clients, leading to a 30% improvement in their business growth.
- Communicated with clients to better understand their vision and goals.
- Assessed client's strengths and weaknesses and guided development.
- Helped clients pitch their ideas and businesses in programs/ incubators.
- Assisted clients in using their personal skills for the betterment of their business
- Guided clients in the development and execution of business plans

#### **Transcriber – Freelance**

**September, 2019 - Present**

- Accurately transcribed over 200 hours of audio and video recordings for clients such as UNRWA and BOT

### **Education:**

#### **Radiologic Sciences**

Beirut College

**September, 2018 – June, 2020**

#### **Bachelor of Law**

Lebanese University

**September, 2016 – June, 2020**

#### **High School Diploma**

Kfar him Official Secondary School

**September, 2011 – May, 2014**

#### **English Access Micro-Scholarship Program**

Amideast, Access 8

**July, 2012 – June, 2014**

### **Skills:**

- Strong time management.
- Digital and Media skills
- Confident communicator and presenter
- Writing, editing, and proofreading
- Experienced debater

## **Languages:**

- **English** – Fluent
- **Arabic** – Fluent
- **French** – Basic

## **Training and Certificates:**

<b>YMV Debates – British Council</b>	<b>2019</b>
<b>Sales skills - WideBoost</b>	<b>2019</b>
<b>Mobile Application Development – Dot Lebanon</b>	<b>2018</b>
<b>How to manage your money – Rural Entrepreneurs</b>	<b>2018</b>
<b>Social Media Marketing – Dot Lebanon</b>	<b>2018</b>
<b>Job Landing – Rural Entrepreneurs.</b>	<b>2018</b>
<b>Public Speaking and Pitching – Rural Entrepreneurs</b>	<b>2018</b>
<b>Microwork – Dot Lebanon</b>	<b>2018</b>
<b>Computer Programming – Rural Entrepreneurs</b>	<b>2018</b>
<b>Digital and Media Skills – Dot Lebanon</b>	<b>2018</b>
<b>NLP 1 and NLP 2 – Arabic Board of NLP</b>	<b>2018</b>
<b>NLP Neuro Linguistic Programming – IABC and Board</b>	<b>2017</b>
<b>Psychodrama - IABC</b>	<b>2017</b>
<b>The 19<sup>th</sup> annual educators Conference - AUB</b>	<b>2017</b>
<b>Coaching through NLP - IABC</b>	<b>2017</b>
<b>Leading Buisness – The Nawaya Network</b>	<b>2017</b>
<b>Education – Gathering of teachers in Lbanon Beirut</b>	<b>2015</b>
<b>Project Citizenship Training and Showcase - Civitas</b>	<b>2014</b>
<b>Leadership Program - Injaz</b>	<b>2012</b>

## **Projects:**

### **Tahweeji – From the Heart of Lebanon**

**September, 2020**

Online platform that connects agricultural cooperatives to customers offering low prices better quality and having operation management system.

Team Members: 12

### **Darrebni**

Online platform that connects trainees to top notch coaches and training institutes anywhere in the world. Darrebni promotes a wide variety of virtualand in person opportunities to support personal and professional advancement.

Team Members: 3

### **Environmrntal Cell**

**Ju;y, 2014 – Sep,2014**

Members of this cell worked together for better and healthier environment in our district. We also worked with children and other organizations such as Arc en Ciel.

Team Members: 6

### **BGreen Club**

**July, 2012 – July, 2014**

Members of this cell worked together for better and healthier environment in our district. We also worked with children and other organizations such as Arc en Ciel.

## **Awards and Honors:**

### **W.O.W Women Entrepreneurs**

**2022**

Hear my Voice Initiative by Lauren Donnison

### **Best Writer by Salman Sleem Award**

**2011**

2<sup>nd</sup> place in Chouf Region

### **World Health Organization Award**

**2007**

3<sup>rd</sup> place in Lebanon for general information held at LU

## **References:**

Available Upon Request