

WIDAD SALAMOUNI

Political Science - Project Manager

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• French-Lebanese • 14/06/1994

Summary

An experienced political scientist specialist of the Middle East Region as a project manager with a proven track record of expertise in leadership. My skill set includes a variety of proficiency in research, analysis, reporting, presentations, and studies all geared toward identifying optimal solutions. With more than eight years of hands-on experience spanning both public and private sectors known as multilayered cultures and international relations. I have honed my abilities in managing, consulting, and coordinating diverse scopes of work. These experiences have been greatly influenced by exposure to the principles of diplomacy and business.

Experience

- Holland Acumen – Quantum Leap** Riyadh, Saudi Arabia
Project manager in Business Development 07/2024 – 09/2024
Business Company
 - Managed, coordinated, and negotiated with companies in three main domains "HR Solutions, Digital Solutions, and Entrepreneurship/ Investment Solutions" to be their sole agents.
 - Marketing and sales through consultancy: contracts for investors, marketing kits + telesales scripts
 - Sales and Marketing: appointments and qualified meetings.
 - HubSpot CRM data entry and B2B negotiations: customer satisfaction and feedback surveys
 - PowerPoint presentations in English and Arabic for different products and companies
 - Events for product launching: sponsorship kits, invitations, brochure, terms and conditions for registrations
 - HR Recruitment: Crystal Knows assessment test and application forms
 - Administrative work: Company profile, scope of work, Project management business plan, internal policy, minutes of meetings, domain registration and website data organization
- Caritas Lebanon** Beirut, Lebanon
Legal Reporter/ Admin 01/2020 - 09/2023
NGO
 - Coordinated with UNHCR on 1,000,000 refugees' legal cases
 - Negotiation with UNHCR regarding refugees' safety situation based on the Lebanese government's decisions
 - Prepared monthly, mid-year, and annual written reports, weekly data collection, and monitoring.
 - Administrative work includes surveys, research, data entry, filing, translation, minute-taking, and intern training and mentoring.
- Lebanese Ministry of Social Affairs** Beirut, Lebanon
Project Manager 10/2021 - 12/2021
Ministry
 - Managed communication between the Ministry and the Presidential Office
 - Coordinated and negotiated with multiple donors such as the European Union, UNHCR, WHO, and World Bank regarding the funds
 - Distributed 2000 family help cards
- Arab Red Crescent and Cross Organization** Beirut, Lebanon - Riyadh, Saudi Arabia
Consultant Coordinator 09/2020 - 01/2021
Organization
 - Facilitated coordination between the organization and the Lebanese Red Cross
 - Conducted the visit to the headquarters, and crisis center and met the General Secretary and various representatives of the Red Crescent
 - Discussed all the operations after the Beirut Blast and the help given to the refugees.
 - Written reports following the multiple visits and presenting a teamwork paper regarding the situation in Lebanon
- BusinessFrance - French Embassy** Riyadh, Saudi Arabia
Consultant Project Manager 11/2019 - 12/2019
Embassy
 - Coordinated with 16 French companies for the agro-food B2B marketing event
 - Visited different Saudi companies and negotiated with them regarding the implementation of these 16 companies' products.
 - Different meetings and reports and communicating about more than 18 products for sale.
- Lebanese Parliament** Beirut, Lebanon
Project Management and Coordination 01/2019 - 09/2019
Parliament
 - "Lebanese Diaspora Energy 6th edition event regrouping more than 2,000 Lebanese Business men and Women
 - Lebanon in a picture school drawing competition (70 drawings)
 - Be the next deputy event for 100 school students
 - Analyzed 16 ministries' laws through data compilation

Internship

10/2018 - 12/2018

Ministry

- Attend a meeting with the European Union and analyze its relationship with Tunisia
- Reports about the Arab Indian Cooperation, and the impact of Brexit on the EU.
- Telegrams to various Lebanese and foreign embassies and permanent missions

Permanent Mission of Lebanon to The UN

Geneva, Switzerland

Internship

02/2018 - 07/2018

Diplomatic Entity

- Attended the 37th and 38th sessions of the Human Rights Council
- Several meetings, including the Right to Development, SDGs, and Vision 2030, and the UNCTAD meeting.
- 30 Telegrams to the Lebanese Foreign Ministry
- Reviewing national and international news

Education

University of Geneva - Switzerland

Middle Eastern Studies master's degree

09/2016 - 07/2018

Saint Joseph University - Lebanon

Political and Administrative Science bachelor's degree

09/2012 - 06/2016

International French School - Saudi Arabia

Economic and Social Baccalaureate

09/1997 - 06/2012

Skills

Political Science and International Relations	Conflict Resolution
Middle East Studies	Data entry, compilation and analysis
Project Management	Communication and negotiation
Consultancy	Critical Thinking
Market Study	Leadership
Event Planning, management and coordination	Commercial Business Analysis
Training Sessions	Narrative and Quantitative reports
Microsoft Windows	Translation
Filing	HR Recruitment
Crystal Knows Assessment Test	HubSpot CRM and Dynamics
Presentations	Marketing kits
Sales	Minute-taking
Monitoring	Interns training and mentoring
Diplomatic telegrams and news summaries	Surveys and research

Courses & Certificates

Project Management Professional – Project Management Institute	Event Planning and Coordination - Corsera
Consultancy – Case on Point	Commercial Marketing and communication - Corsera
Translation - Corsera	International Criminal Law and Procedures course – Lebanese University and Sagesse University
Data Analysis Training - Caritas	Workshop about Global health conflicts and violence - Corsera
Business Marketing and analysis - Corsera	Training with the Lebanese Armed Forces center on international law of war and humanitarian Law – Lebanese Army
Leadership workshop - Rotaract	Youth Leadership Program and Public Speaking - UNDP

Languages

English Proficient

French Proficient

Arabic Native

Volunteering

Member of Rotaract de Beyrouth Millennium Club