

# LEILA AKHRASS

+96170841936 · leilaakhrass@gmail.com

Beirut, Lebanon

---

## PROFILE

Versatile and results-driven professional with a diverse background in community engagement, project management, and HR management. Leveraging extensive experience in fundraising, event coordination, and administrative support, I excel at driving organizational success and fostering community connections. Proven ability to manage complex projects, lead diverse teams, and implement effective strategies across various sectors. Following a period of caregiving, I bring renewed energy and a comprehensive skill set to contribute effectively to a dynamic organization.

---

## KEY COMPETENCIES

- Project Management
  - Fundraising and Grant Writing
  - Event Coordination
  - HR Management
  - Community Engagement
  - Administration
  - Excellent communication skills
  - Strong interpersonal skills
  - Proactive and self-motivated
  - Exceptional organisational skills
- 

## PROFESSIONAL EXPERIENCE

**afikra, Beirut Office**

**October 2023 - Present**

**Fundraising & Community Engagement Coordinator**

- Launched a successful fundraising campaign, securing essential funding for afikra's initiatives.
- Conducted prospect research to identify potential donors and strategic partnerships, expanding afikra's network.
- Secured grants for cultural projects and applied for prestigious cultural awards.
- Planned and executed community events, managing logistics and participant engagement.
- Led the planning and coordination of afikra's inaugural retreat, delivering a seamless and culturally enriching experience for all participants.

**American Community School, Beirut**

**September 2016 - Present**

**Parent Volunteer**

- **Event Planning & Coordination:** Spearheaded the planning and execution of major school events, including the Winter Carnival, Halloween "Fright Night," Spring Festival, Book Fair, and Business Fair. Coordinated logistics, vendor management, and participant engagement to ensure smooth operations and memorable experiences.
- **Community Engagement:** Fostered a strong sense of community by organizing events that brought together students, parents, and faculty, promoting inclusivity and cultural exchange within the school environment.
- **Leadership & Team Collaboration:** Led teams of volunteers, delegating tasks, and providing guidance to ensure successful event execution. Worked closely with school administrators and fellow parents to align event objectives with the school's mission and goals.
- **Problem-Solving & Adaptability:** Demonstrated flexibility and quick thinking to address challenges during events, ensuring that issues were resolved efficiently and without disrupting the experience for participants.
- **Budget Management:** Assisted in managing budgets for various events, ensuring cost-effective solutions while maintaining high-quality experiences.

**Ernst & Young Consulting, Al-Khobar, Saudi Arabia**  
**HR Professional**

**November 2006 - December 2009**

- Established and represented the HR function at the Khobar office, streamlining operations that were previously centralized in Riyadh.
- Managed diverse HR responsibilities including recruitment, performance management, employee development, compensation, benefits administration, and employee services.
- Maintained regular coordination with the HR director in Riyadh and the regional HR partner in Bahrain to ensure alignment with organizational goals.
- Implemented recruitment strategies and employee development techniques, enhancing HR operations.
- Led the onboarding process for new hires, ensuring smooth integration into the company culture.
- Developed and executed employee engagement initiatives to improve workplace morale and productivity.
- Administered compensation and benefits programs, ensuring compliance with company policies and local regulations.

**Ernst & Young Consulting, Al-Khobar, Saudi Arabia**  
**Account Coordinator**

**September 2006 - November 2006**

- Managed account proposals, key deliverables, and case studies, ensuring regular reviews against milestones.
- Entered and managed critical data within the ERP system, ensuring accuracy and consistency across account proposals, key deliverables, and case studies.

**Saudi Aramco Schools Business Office, Dhahran, Saudi Arabia**  
**Office Administrator**

**January 2003 - June 2003**

- Managed inventory, reviewed expense reports, assisted in payroll, and handled data management.

**Saudi Aramco Schools, Dhahran, Saudi Arabia**  
**Assistant TESOL Teacher**

**June - August 2002, 2003, 2004**

- Collaborated with the ESL Director to deliver English lessons to young Saudi students in the summer program, focusing on improving their language skills and fostering a supportive learning environment.

---

## **EDUCATION**

- American University of Science & Technology, Beirut, Lebanon — B.S. Marketing and Advertising, 2005
- American University of Beirut, Beirut, Lebanon — B.S. Marketing (Incomplete), 2001-2003
- Bahrain International School, Manama, Bahrain — American High School Diploma, 2001
- Dhahran School, Saudi Aramco Schools — Grade 9, 1998