

Carmen Ibrahim, MSc.

Sarba, Jounieh, Lebanon

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Project Manager + M&E Specialist | Freelance Consultant

Professional Summary

Results-driven professional with a strong background in education, project management, and monitoring & evaluation. Skilled in developing monitoring frameworks, evaluating outcomes, and providing data-driven insights for informed decision-making. Adept at analyzing both quantitative and qualitative data while fostering cross-functional collaboration and building strong stakeholder relationships. Experienced in representing organizations in multicultural environments and committed to promoting safe workplace practices and sustainable development initiatives globally.

Areas of Expertise

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| ✓ Project Management | ✓ Stakeholder Engagement |
| ✓ Strategic Planning | ✓ Monitoring & Evaluation |
| ✓ Cross-functional Collaboration | ✓ Quantitative & Qualitative Data Collection |
| ✓ Driving Organizational Success | ✓ Data Analysis & Quality Control |

Professional Experience

Independent Contractor — *Freelance Consultant*

JULY 2024 - OCTOBER 2024

- Bervytech: Stakeholder Mapping & Needs Assessment of the Waste Management Sector in Lebanon

NOVEMBER 2024 - DECEMBER 2024

- Mira-Cle: Junior Consultant - Support for Change Management - Phase One

Force of Nature — *Operations Director*

OCTOBER 2023 - FEBRUARY 2024

- Led point on the overall strategy for 2024, including the budget;
- Supported in the recruitment for a fundraising role;
- Served as project manager for the organization's main project for 2024.

ESG Flo — *Chief of Staff*

FEBRUARY 2023 - JUNE 2023

- Acted as the primary liaison between the CEO and other departments within the organization;
- Conducted research and provided analysis on fundraising as ESG Flo closed out its seed funding round;
- Drafted company policies and procedures and communicated them to different departments;
- Served as an advisor to the CEO on key hiring and fundraising-related initiatives;
- Served as point person regarding spend management and liaised between the team and the CFO; and
- Managed and supervised day-to-day operations, including budgeting, planning, and staffing.

Altai Consulting— *Project Manager*

JUNE 2021 - NOVEMBER 2022

- Managed a project on SMEs in seven governorates in Iraq to assess the potential of the finance and banking sectors in terms of lending and provided recommendations to that extent;
- Managed a year-long project in six governorates in Iraq to assess the cross-sectoral needs of children in Iraq to inform the content of the client's upcoming programming;
- Managed a project to assess the impact of an organization's social cohesion programming in the city of Hamdaniya in the governorate of Ninewa; and
- Carried out internal administrative tasks in between projects.

Elephas Consultants— *Independent Contractor, End of Project Evaluation and Assessment*

FEBRUARY 2021 - MAY 2021

- Synthesized raw data for a final evaluation and assessment report for a WFP food assistance program in Libya with Elephas Consultants; and
- Conducted a principles-based assessment for the UN Libya Framework.

United States Institute of Peace, Erbil— *Project Assistant, Reporting + M&E & Learning*

MARCH 2020 - DECEMBER 2020

- Drafted monthly and quarterly monitoring reports;
- Created schedules for data deliverables and oversaw progress to ensure outcomes & outputs were in line with the donor-approved work plan and timeframe;
- Contributed to project work plan in light of unforeseen circumstances during the COVID-19 pandemic;
- Ensured quality control on translated documents from Arabic to English and vice versa; and
- Updated data collection methods and tools.

Critical Needs Support Foundation, Erbil — *Grants and Proposal Writer*

NOVEMBER 2019 - JANUARY 2020

- Developed a database of relevant grant and funding opportunities for food assistance and hygiene awareness programming;
- Synthesized information from labor market research to incorporate into CNSF's livelihood project;

- Developed communication tools (success stories & monthly newsletters); and
- Represented CNSF in cluster and coordination meetings with other operational organizations.

EXPERIENCE IN EDUCATION

Professional Development Institute, AUIS, Sulaymaniyah — *ESL Instructor*

MARCH 2018 - MAY 2019

- Conducted multi-level ESL classes for professionals in various fields;
- Created my own educational resources, assessments, and rubrics;
- Collaborated with the head teacher to create an online alphabetical database of the center's resources; and
- Worked on a proposal for a teacher training program

International School of Choueifat, Sulaymaniyah — *English & Humanities Instructor*

AUGUST 2017 - JUNE 2018

- Conducted classes for different subject matters at different grade levels in middle and secondary school departments; and
- Served as Interim Head of the English Department at the secondary school level.

International College, Beirut — *English Literature Instructor*

SEPTEMBER 2014 - JULY 2017

- Developed the curriculum for the College Preparatory Program at the eleventh grade level;
- Developed the proposal for a pilot end-of-year assessment for the College Preparatory Program at the twelfth grade level; and
- Created my own educational resources, assessments, and rubrics;

Education

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- **SOAS, University of London, United Kingdom**— *MSc. in Sustainable Development* (2022)
 - **American University of Beirut, Lebanon** — *BA in English Literature* (2012)

References

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- **Carlos Ayyazian** - CEO & Co-Founder, Wasted Treasures (carlos@wastedtreasures.org)
 - **Patrick Obeid** - CEO, ESG Flo (patrick.obeid@esgflo.com)
 - **Rania Fazah** - Managing Partner, Elephas Consultants (rfazah@elephas-consultants.com)
 - **Elie Abouaoun** - Former MENA Director, USIP (elie1971@gmail.com)
 - **Violeta Chocarro Garcia** - Former Iraq Program Manager, USIP (violeta.chg@gmail.com)