

SUZANNE WEHBE

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SUMMARY

Dedicated and dynamic professional with extensive experience in administrative support, specializing in streamlining processes, managing logistics, and coordinating documentation to achieve organizational goals. Brings foundational expertise in human resources, including recruitment, onboarding, and training support for interns and volunteers. Holds a bachelor's degree in psychology and currently pursuing an MBA (evening classes) to develop expertise in business operations and talent management, leveraging psychological insights to drive organizational success and foster innovation across various fields.

PROFESSIONAL EXPERIENCE

Intisar Foundation, Beirut, Lebanon

Program Manager & Researcher

Feb 2023 – Present

- Lead and coordinate the implementation of 10+ drama therapy programs, overseeing logistics, finances, documentation, and reporting.
- Manage and administer intern recruitment efforts, including posting job openings, facilitating interviews, communicating with candidates, managing contracts, assigning tasks, ensuring proper training and support, and providing letters of recommendation and experience upon internship completion.
- Develop and execute M&E frameworks, conducting evaluations, gathering participant feedback, and generating detailed reports to assess program effectiveness and support qualitative and quantitative data and research efforts.
- Handle financial operations, including budget preparation, petty cash management, and procurement, ensuring accurate financial records.
- Coordinate with multiple stakeholders and develop partnerships with local and international organizations.
- Directly support the CEO by managing a variety of administrative tasks, including drafting proposals and MoUs, maintaining organized filing systems, writing meeting minutes, managing calendars and timelines, facilitating communication efforts, and preparing written and translated materials.
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Mental Health Field Intern

Jan 2021 – Sep 2021

- Conducted qualitative analysis by translating, transcribing, and coding interviews, and contributed to writing reports and literature reviews for various research studies.
- Performed administrative tasks during drama therapy sessions implemented in Shatila refugee camp, including attendance monitoring, conducting follow-ups, ensuring COVID-19 safety protocols, and more.

Lebanese American University, Beirut, Lebanon

HES Program Facilitator (Administrative Role)

Mar 2022 – Feb 2023

- Coached 40+ students enrolled in the Higher Education Scholarship (HES) program funded by USAID, helping them develop academic skills and foster civic engagement through weekly meetings and detailed performance tracking.
- Delivered workshops and one-on-one training sessions on CV writing, interview skills, and career preparation to enhance student employability.
- Managed a network of 150+ interns, maintaining a comprehensive database of internship placements and success stories to support strategic reporting and stakeholder engagement.
- Assisted in coordinating events, ensuring seamless logistical execution and communication across departments.
- Documented and reported on student community service projects (CSPs), conducting M&E activities and collecting data to enhance engagement and contribute to the scholarship's monthly newsletter.

Chemonics, Beirut, Lebanon

Fact-finding Study Intern

May 2021 – Sep 2021

- Conducted in-depth research on Lebanon's Technical and Vocational Education and Training (TVET) sector, creating a comprehensive database of key stakeholders.
- Mapped the ecosystem of the TVET sector in Lebanon, identifying key components and relationships.
- Designed, translated, and administered questionnaires, conducted phone calls and interviews, and collected data, followed by a thorough analysis of responses to inform project outcomes.
- Proofread and refined the final study report, ensuring accuracy and clarity in presenting findings to stakeholders and supporting administrative documentation.

Father Andeweg Institute for the Deaf – FAID, Baabda, Lebanon

Psychology Intern

Oct 2019 – Dec 2019

- Assisted in administering psychological assessments to inform tailored educational plans for the deaf and hard-of-hearing pupils.

EDUCATION

Antonine University, Baabda, Lebanon

Master of Business Administration, Emphasis: General Management

Sep 2024 – Jun 2026 (Expected)

- Relevant coursework: Managerial finance, Business statistics and data analysis, and Marketing strategy.
- Planned coursework: Managerial accounting, Technology and operations management, Leadership and decision making, Strategic leadership and organizational behavior, Entrepreneurship, Field project/thesis, and more.

Lebanese American University, Beirut, Lebanon

Bachelor of Arts in Psychology (with honors)

Jun 2020

- Awarded a full-merit university scholarship (USP VII Cycle II) funded by USAID.
- Implemented a community service project “Say no for bullying” at Ghobeiry 1 Public School for Girls in 2019.

SKILLS & TRAINING

Languages:

- Arabic (native), English (fluent), and French (intermediate).

Technical Skills:

- Proficient in MS Office (Word, Excel, and PowerPoint); experienced with quantitative and qualitative research, data collection and analysis using tools like GIC Collect, SPSS, Kobo Toolbox, and Canva.

Project Management Skills:

- Program management, event coordination, monitoring and evaluation (M&E), budget preparation and financial management, and stakeholder engagement.

Human Resources & Administration Skills:

- Foundational experience in recruitment and onboarding, training and development, and executive support.

Certifications & Training:

- Group Dynamics, Psychosocial Support, and Psychological First Aid training – Medair.
- Psychological Tests Training program – Nafsaniyoun.
- Elementary Level Special Needs Education Training – MMKN.
- First Aid Training – Lebanese Red Cross.

EXTRACURRICULAR ACTIVITIES

Medair, Beirut, Lebanon (International NGO)

Mental Health Psychosocial Support (MHPSS) Co-facilitator

Mar 2021 – Feb 2022

- Coordinated outreach activities and supported communication efforts with beneficiaries to ensure access to psychosocial support services.
- Assisted the Psychosocial Support (PSS) officer in session facilitation, maintained documentation, and prepared detailed reports to track progress, contributing to program evaluation and future planning.

Nehna Haddak Team, Lebanese University, Beirut, Lebanon

PSS Volunteer & Co-animator

Mar 2020 – Nov 2020

- Supported the planning, coordination, and execution of psychosocial support initiatives for children and youth for individuals affected by the Beirut blast.

Lebanese Red Cross – Youth Department / LAU, Beirut, Lebanon

General Assembly (GA) Member

Aug 2017 – Dec 2019

- Organized and participated in community events on topics like bullying prevention and breast cancer awareness.
- Contributed to fundraising efforts and food drives for vulnerable populations.