

# Haneen Al-Droubie

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Baghdad, IQ

## ABOUT ME

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I am a self-driven, dependable, creative, details oriented and hardworking individual. I have outstanding communication skills with people from all walks of life, as well as strong problem-solving abilities. I'm always ready to learn new things and expand my horizons.

## EDUCATIONAL BACKGROUND

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### University of Baghdad - Baghdad, Iraq

Nov 2017 - Jun 2021

- **Major:** Soil Science and Water Resources Engineering.
- **Graduation research project:** The effect of Solar Radiation on Evapotranspiration.

### Maastricht University | Maastricht School of Management - Maastricht, Netherlands

Apr 2025 - Jun 2025

- Project Management Executive Course

## EXPERIENCES

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### Program Support Officer

Baghdad Business School | Jan 2024 - Present

- Coordinate with the Program Manager to ensure the timely and effective execution of program objectives, optimizing resources to meet deadlines.
- Collaborate with the Grant Manager on grant proposals, budgeting, project initiation, reporting, and the closing of grants, while facilitating the opening of new grants.
- Assist in ensuring grant objectives and activities are met in accordance with donor requirements and organizational goals.
- Oversee project timelines and deliverables, ensuring adherence to strategic priorities and milestones.
- Provide strategic recommendations on program implementation, facilitating inclusive decision-making processes.
- Monitor and support the planning, development, and execution of project activities, with a focus on gender considerations.
- Assist in drafting comprehensive project reports, evaluations, annual work plans, budgets, and supporting documents for donor engagement.
- Support systematic monitoring and evaluation processes, including leading monthly program meetings with the Programs Manager.
- Coordinate external grant-related projects and manage advisory board meetings on a quarterly and annual basis.
- Develop and optimize systems, processes, and templates, including conducting process mapping to enhance operational efficiency.
- Guide the program team on the application and maintenance of systems and templates, ensuring compliance with program management standards.
- Identify and address key issues impacting program operations, proactively resolving challenges in collaboration with the Strategic Program Team.

## **Program Assistant**

Baghdad Business School | Jan 2023 - Dec 2023

- Assisting the Grant Manager with grants proposals, budget, project initiation, and reporting.
- Managing timelines and deliverables.
- Overseeing day to day administrative tasks.
- Maintaining proper financial and human resources records, working with the BBS Accountant and BBS Program Manager.
- Implementing the admissions campaign with the Recruitment Coordinator.
- Supporting career development and professional development activities, including activities focused on women students.
- Planning program events and activities.
- Working with students to resolve academic and personal issues that threaten their participation.
- Liaising with students and faculty about academic programs.
- Coordinate and implementation of program activities.
- Participate in strategic planning with regards to program development.
- Perform data validation and quality control checks.
- Producing accurate and timely reporting on programs status.
- Provide data collection and analysis for program evaluation.
- Responsible for conducting request of proposal for trainers.
- Liaising with planning the program yearly budget.

## **Reports Writer**

The Station | May 2021 - Present

- Collaborated with The Station and delivered monthly progress reports to Yanhad's and Raa'idaat's Mentors and participants.
- Collected monthly data on Yanhad's and Raa'idaat's Start-ups through a monthly meeting with the mentors.
- Collaborated with The Station and delivered monthly progress reports to Absher II Mentors, participants, and delivered 80 reports.
- Presenting the collected information in a form of a monthly report.
- Translated information from Arabic to English.
- Presented in total of 120 reports in the given period.

## **Administrative Specialists**

Teami | Apr 2022 - Dec 2022

- Prepare presentation materials for use by others, editing content and adding appropriate graphic and design elements.
- Compose and/or prepare correspondence, memoranda, promotional materials, forms, newsletters, manuals, and reports using appropriate word processing and spreadsheet tools.
- Perform basic statistical calculations on data for reports and presentations.
- Plan, prioritize and schedule meetings and appointments for Directors and other management.
- Perform specialized administrative duties required to support the specific program area, using discretion to make judgments based on operating guidelines.

- Responsible for conducting contracts, proposals, and documentation of the company's contracts.
- Perform other administrative duties as required to support the mission and function of the unit.
- Responsible for managing the company's expenses, and financial transactions as well as issuing invoices through Quickbooks.
- Responsible for Marketing.

## **Data Analyst**

Teami | Aug 2021 - Apr 2022

- Breakdown complicated diverse datasets into easy-to-read data.
- Provided prompt customer assistance when it came to opening new accounts and inputting client data.
- Managed daily, weekly, and monthly reports for the Pharmaceutical companies.
- Provided customers with immediate solutions to their problems.
- Responsible for the monitoring and evaluation of the reports team.
- Responsible for developing new reports and improving the current ones.
- Responsible for giving an extensive training for the reporting team.
- Presenting information generated from data to managers.

## **Digital Marketing Intern**

Global American Business Institute (GABI) | Apr 2022 - May 2022

- Collaborated with international students.
- Learned how to make competitive analysis.
- Learned about STP analysis.
- Worked with a group to create a complete marketing plan for a company as a final project.

## **Social Media Specialist**

Pure Platform | Jan 2021 - Aug 2021

- Managed creative projects from start to finish.
- Content writing and creating.
- Translating from Arabic to English and vice versa.
- Responsible for weekly, monthly, and yearly marketing strategy.

## **Founder and CEO**

Nostalgia Bookstore | Oct 2018 - Dec 2022

- Ideate and execute content from start to finish on a daily basis.
- Responsible for all sales activities.
- Managed the operation of a storage unit, including purchasing of supplies, books, and special orders.
- Took and edited editorial photos for social media posts.
- Conduct day-to-day management, marketing campaign, PR, and costumers service.

SKILLS & PROFICIENCIES

- Proposal writing.
- Grants management.
- Proficient in MS Office.
- Proficient in iWork suite.
- Account management.
- Documenting & Reporting.
- Written communication.
- Verbal communication.
- Team work.
- Writing.
- Research.
- Time management.
- Digital marketing.
- Data analysis.
- Data entry.
- Critical thinking.
- Problems solving.
- Scheduling.
- Customer service.
- Leadership.
- Quickbooks.

CERTIFICATION & COURSES

**MENA Women’s Inclusion Indices**  
SAWI - AUB | Feb 2024

**McKinsey Forward Program**  
McKinsey & Co. | Nov 2023

**Project Initiation: Starting a Successful Project**  
Google | Sep 2023

**Foundation of Project Management**  
Google | Aug 2023

**Measure and Optimize Social Media Marketing Campaigns**  
Meta | Oct 2022

**Fundamentals of Social Media Advertising**  
Meta | Sep 2022

**Social Media Management**  
Meta | Aug 2022

**Introduction to Social Media Marketing**  
Meta | Aug 2022

**Neuromarketing**  
LinkedIn | Aug 2022

**Digital Marketing**  
Global American Business Institute | May 2022

**DET (Duolingo English Test) 120/160**  
Duolingo | Feb 2021

**Entrepreneurship**  
Cisco | Oct 2020

**Into to Psychology**  
Yale University | Jul 2020

**Small Project Management**  
SCHWLAR & IABC | Jun 2020

**SWADI**  
US Embassy Baghdad, AMIDEST, The Station | Apr 2019

LANGUAGES

<b>Arabic</b>	<b>English</b>
Native	Fluent