

MARIE CATHERINE MOUAWAD

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Detail-oriented Food Engineer with Master's education and 4+ years of experience in operations and administration within the NGO sector. Skilled in project coordination, stakeholder communication, and process improvement.

CORE COMPETENCIES

Project Coordination: Project Cycle, Project Identification and Design, Stakeholder Communication

Administration: Executive Support, Documentation, Reporting

Technical: Salesforce CRM, Data Organization, ISO Standards, Microsoft Office

PROFESSIONAL EXPERIENCE

OUM EL NOUR | Executive Assistant | September 2021 - Present

- Developed 25+ informational reports annually in English
- Led organization-wide Salesforce CRM implementation with 80% adoption rate within 6 months
- Contributed to the initiation, identification and design stages of 5+ projects over 2 years
- Coordinated monthly board meetings and annual general assembly meetings with 100% documentation completion in English and Arabic

BIOGOURMET S.A.L | Operations Officer | September 2017 - July 2018

- Managed organic certification documentation, ensuring 100% compliance with requirements
- Participated in certification site visits

EDUCATION

Holy Spirit University of Kaslik (USEK) | MSc Food Engineering (2020); BSc Engineering Sciences (2016)

Relevant coursework: Food Safety and Quality, Food Processing Operations, Industry and Management, Research and Development, Food Systems and Sustainability

VOLUNTEER EXPERIENCE

Lebanese Red Cross | Disaster Management (2022-Present); EMT in Emergency Medical Services (2016-2019)

- Responded to 200+ emergency calls and participated in disaster preparedness and response efforts
- Worked with cross-functional teams in emergency medical services and disaster management

INTERNSHIPS

HINTRAG S.A.R.L (2015) & ETERNITY S.A.L (2014) - Quality control, reporting, and planning

CERTIFICATIONS & SKILLS

Certifications and Workshops: Project Design and Proposal Writing (NDU-LLC, 2025), Strategic Planning (USAID, 2024), ISO 22000:2018 Internal Auditor (2023), Project Management for NGOs (AUB GHI, 2022)

Languages: Lebanese (Native), Modern Standard Arabic (Fluent), English (Fluent), French (Fluent)

Specialized Knowledge: Food Safety Protocols, Emergency Response Procedures, CRM Systems