

ALIA BADER

PROFESSIONAL SUMMARY

Multidisciplinary professional with cross-regional experience in administration, donor engagement, technical writing, and project support. Skilled in coordinating across departments and partners, managing documentation and reporting workflows, and supporting program implementation in complex settings. Strong background in communication, compliance, and stakeholder communications. Highly adaptable with a commitment to ethical practice and collaborative problem-solving.

WORK HISTORY

Technical Writer, Technology & Data 10/2023 to 04/2025 Areeba Technologies - Beirut, Lebanon

- Draft user documentation, API content, newsletters, and other materials for various stakeholders.
- Support cross-departmental collaboration to ensure consistency and clarity across technical documents.
- Maintain content version control and accessibility to enhance stakeholder communication and compliance.
- Assist with contractual and meeting documentation.

Administrative & Fundraising Manager 01/2023 to 12/2023

Project 0 (NGO) - Beirut, Lebanon

- Oversaw administrative functions, budgeting, procurement, and donor relations.
- Prepared donor reports and project documentation, working closely with finance team and program staff.
- Managed payments, contracts, receipts, and cash flow, ensuring transparency and alignment with policies.
- Contributed to project tracking and assisted in project coordination and data management.

Talent Acquisition MGT Consultant 10/2022 to 10/2023 Career Saudia – Riyadh, Saudi Arabia (Remote)

- Liaised with clients and stakeholders to scope talent needs and coordinate project delivery.
- Drafted operational documents and maintained regular follow-up with partners and internal teams.

Operations Director 06/2021 to 09/2022

Neoform Industries – Accra, Ghana

- Directed operational, financial, and procurement processes in a manufacturing setting.
- Managed client relationships and vendor coordination to ensure timely delivery of services and materials.
- Led quality control, contract monitoring, and team supervision across multiple departments.

Marketing & Sales Manager 01/2013 to 12/2020

Nehme & Co General Trading – Beirut, Lebanon

- Coordinated customer service, vendor management, and project follow-up across multiple sectors.
- Produced proposals and reports tailored to client needs and oversaw contract compliance.

Marketing and Sales Manager 05/2007 to 10/2012

Bits and Bytes Advanced Technologies – Abu Dhabi, UAE

- Managed business development, sales operations, and client support.
- Produced technical and commercial documentation and led follow-up with prospective clients.

Marketing and Sales Executive 05/2006 to 05/2007

Bits and Bytes Advanced Technologies – Abu Dhabi, UAE

- Identified market opportunities, created leads, closed projects, and followed up with clients.
- Achieved sales targets and participated in market trends analysis.

CONTACT

Address Beirut, Lebanon
Phone +96181096072
Email aliabader8@gmail.com

EDUCATION

Bachelor of Science, Marketing 06/2006

American University of Science and Technology

Project Management Certification Track

- CAPM, PMI (In Progress)
- Foundations of Project Management, Google – 2025
- Project Initiation, Google – 2025
- Project Planning, Google – 2025
- Project Execution, Google – 2025
- Project Management for Nonprofits, Berkeley Haas – 2025
- Creating a Theory of Change, Berkeley Haas – 2025
- Project Management, Management and Strategy Institute – 2022

AI & Digital Skills Certifications

- Generative AI Leader, Google Cloud Skills Boost (In Progress)
- Prompt Engineering, Google Cloud Skills Boost – 2025
- Foundations: Data, Data, Everywhere, Google – 2022

SKILLS

- Project Coordination & Support
- Administration & Compliance
- Reporting & Documentation
- Stakeholder Engagement
- Procurement & Budget Monitoring
- Digital Literacy (Docs, Sheets, CMS, ERP, etc.)
- Multilingual Communication

LANGUAGES

Arabic
Bilingual or Proficient (C2)

English
Bilingual or Proficient (C2)

French
Intermediate (B1)

Portuguese
Intermediate (B1)

Spanish
Beginner (A1)

VOLUNTEER WORK

- Project 0 (NGO) - Beirut, Lebanon**
Volunteer, Administration & Fundraising (12/2023 to Current)
- Assist in administrative functions and donor engagement strategies.
 - Assist in organizing records, coordinating logistics, and maintaining communications.
 - Contribute to fundraising outreach and campaign development.
- Al Qalb Kafra – Southern Lebanon, Lebanon**
Volunteer, Marketing & Events Coordination (06/2016 to 09/2019)
- Directed all marketing and outreach efforts for the community-based volunteer group.
 - Planned, managed, and delivered multiple local initiatives, including a large-scale public library project that collected over 3,500 book donations.
 - Collaborated with stakeholders to design and implement awareness events and service drives.
- Embassy of Egypt – Maputo, Mozambique**
Volunteer Assistant to H E Ambassador Saleh – UN MDG (08/2006 to 04/2007)
- Supported coordination efforts related to the United Nations Millennium Development Goals (MDG) initiative.
 - Assisted in diplomatic communications, event planning, and liaison with local and international stakeholders.
 - Contributed to briefing materials and facilitated inter-agency engagement across development actors.