

Michelle Boustany

📍 Zouk Mikael, Lebanon | 📞 +961 70 736468 | ✉️ Boustany.michele@gmail.com | 🌐 (12) [Michelle Boustany | LinkedIn](#)

PROFESSIONAL SUMMARY

Detail-oriented and results-driven Procurement Coordinator with over 10 years of experience in logistics, procurement, supplier management, and operations. Proven track record in coordinating multi-site procurement and fleet systems, managing tenders, negotiating contracts, and supporting compliance in both NGO and private sectors. Strong leadership, communication, and organizational skills with hands-on experience in stakeholder coordination and cross-functional team management.

KEY SKILLS

Procurement and Logistics | Budgeting & Forecasting | Contract Negotiations | Asset Inventory
Team Leader | CRM & ERP Systems (e.g., ODOO, Microsoft Dynamics) | Fluent in English, French and Arabic

PROFESSIONAL EXPERIENCE

Procurement Coordinator - Berytech Foundation - Lebanon

December 2022 – June 2025

- Ensure full compliance with Berytech's and donors' procurement policies and procedures, promoting transparency, fairness, and accountability in all procurement activities.
- Lead the end-to-end procurement process including solicitation, evaluation of bids, negotiation, and contracting, ensuring timely and cost-effective acquisition of goods and services.
- Maintain accurate, audit-compliant procurement and asset management records—including contracts, evaluations, and supplier files—in coordination with the Finance Department in line with audit and compliance standards.
- Collaborate with internal teams to anticipate procurement needs and align procurement planning with project timelines and budget requirements.
- Conduct supplier evaluations and contribute to maintaining and updating the approved supplier list, ensuring high-quality and ethical vendor relationships.

Achievements:

- Led the procurement process for in-kind grants benefiting over 200 startups and SMEs in the agri-food sector, ensuring timely and compliant delivery of goods and services.
- Chaired committees for the evaluation and closure of both national and international tenders, upholding transparency and donor compliance standards.
- Contributed to the design and implementation of a customized ERP system, streamlining procurement workflows and improving operational efficiency.

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Logistics and Procurement Coordinator - AVSI Foundation- Lebanon

March 2016 – October 2022

- Led logistics and procurement planning for education and humanitarian programs, while managing purchasing records, reports, and price lists in alignment with NGO procurement standards.
- Managed the full tendering process by inviting, assessing, and awarding bids, while negotiating contract terms and maintaining strong supplier relationships.
- Supported the development of technical specifications for procurement, administered contract performance—including delivery, receipt, warranties, and insurance—and ensured accurate, up-to-date inventory records of all AVSI assets in the main office.
- Oversaw fleet and asset tracking across Jounieh office and warehouse, ensuring timely reporting and logistics support.

Achievements:

- Successfully led the end-to-end procurement process for the acquisition of thousands of livestock, supporting livelihood restoration for local farmers.
- Efficiently managed a fleet of 22 vehicles across AVSI operations, ensuring timely deployment and maintenance for daily field missions nationwide.

Previous AVSI foundation positions:

January 2018 – June 2019: Education Field Coordinator Beirut - Mount Lebanon

- Coordinated logistics and activities across centers and public schools, including procurement requests, inventory management, and budget forecasting.
- Ensured proper administrative procedures, prepared payment documentation, and provided training and coaching for staff.

February 2017 -December 2017: Center Coordinator Education, Mount Lebanon

- In charge of the implementation of activities in 6 different centers and CBOs in Mount Lebanon.

March 2016- February 2017: Education Assistant, Education, Mount Lebanon

- Implementing the retention support project in 4 schools, and the Basic Literacy and Numeracy and Early Childhood Education project in Jounieh center.

Area Manager- Zouk to Ghazir - Dunkin Donuts- Lebanon

June 2008 – October 2015

- Managed stock procurement for two branches and oversaw inventory control, stock entries, and invoice processing.
- Prepared staff payment tables and handled recruitment, training, and staff relations for Zouk and Ghazir branches.
- Supervised the launch of Zouk branch and conducted regular audit visits to Ghazir, including monthly Reports of Results (ROR) and performance follow-up with branch managers.
- Monitored operational efficiency through labor cost analysis, break-even assessments, KPI tracking, wastage control, and local store marketing initiatives..

Previous Dunkin Donuts branches and positions:

- April 2012 – December 2014: Branch Manager – Jbeil, Le Mall Dbayeh and City Mall Dora branches
- June 2010 – April 2012: Shop Supervisor – Faqra, Ghazir and Jounieh Branches
- January 2010 – June 2010: Supervisor – Jeita Branch
- July 2008 – January 2010: Counter employee – Jeita branch

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EDUCATION

Bachelor Certificate in Event Management

Notre Dame University- Division of continuing education – Lebanon (2010- 2013)

CERTIFICATIONS & TRAININGS

- Training of trainers and communications skills certificate with UNICEF
- Training of Trainers (TOT) Certificate with Ana Aqra'
- GBV core concepts Certificate with IRC
- Food Safety Certificate with GWR
- Microsoft Excel Intermediate Level training with Formatech
- PR the unconventional way training with The Agenda Beirut
- Face Reading and body Language dynamics training with The Agenda Beirut.
- Customer Service training with Dunkin' Donuts

TOOLS AND SOFTWARE:

ODOO, Microsoft Dynamics, OMEGA POS, Microsoft Word, Excel, Power Point, Adobe Photoshop.

REFERENCES

Available upon request.