

Sarah Abi Abdallah

PMP® Certified Program & Project Manager | Management Instructor | NGO & Accelerator Consultant

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[Email](#)- [LinkedIn](#)- [Portfolio](#)

In Brief

PMP® certified project manager with a 4.0 GPA MSc in HRM and 8+ years of experience in NGO leadership, business consulting, academia, and entrepreneurship. Adept at managing different global donor-funded programs, delivering results under pressure, and fostering stakeholder collaboration. Known for being adaptable, strategic, and results-driven with excellent communication and leadership skills. Result-oriented and disciplined at work, adhering to policies & procedures, and respecting deadlines. Learned to adapt to difficult clients & atmospheres. Coordinated on job completions within scope and budget. Tough on suppliers and tender with clients.

PMP Certified-Trilingual- Tech Savvy

PROFESSIONAL EXPERIENCE

Education Project Manager-INJAZ Lebanon-Managed a USAID funded project (QITABI3) that offers career guidance to public schools across Lebanon **[2024-USAID Work Stop Order]**

Consultant-Lebanese League for Women in Business-Communicating and writing case studies and reports after consulting on RRP policy implementation **[2024-Present]**

University Instructor-The Holy Spirit University of Kaslik (USEK) Business School (UBS)-Offering a Project Management Course to Senior Business Undergraduate Students **[2022-Present]**

Management Trainer-Topics related to project management, human resources and inclusive policies, and introduction to e-commerce **[2020-Present]**

Program & Community Manager- HerMeNow Accelerator-Managed & successfully closed the HerMeNow Accelerator Program Cycles 1 and 2 **[2022-2024]**

Project Manager

-Lebanese League for Women in Business-LLWB (NGO), Project Manager on SAWI (Support & Accelerate Women Inclusion) Project (Funded by MEPI) and on the United Nation's QEWA (Qualifying and Empowering Women in Agriculture, under the PSDP- Productive Sector Development Program) **[2021-2022]**

-DLR- Dialogue for Life & Reconciliation (NGO), Project Manager-Chosen among 50 candidates- Educational & Emotional Support-After School Program: Launched a 3 month after-school tutoring program for students affected by the Beirut explosion in 2 weeks-time. Currently mobilizing, designing, monitoring, evaluating, representing, communicating, and writing proposals and reports to the project's stakeholders and the external community. **[2020-2021]**

AutoClinic-Family Business: Took a result-oriented approach by managing and developing the business, via establishing an online presence for the firm, expanding, and maintaining contacts, resulting in high ratio revenue increase. **[2017-2020]**

Assistant Marketing & Communication Manager-USEK-ACIE-The Asher Center for Innovation & Entrepreneurship -Launched and expanded the entrepreneurship center's operations via digital marketing activities and communicating with stakeholders: students, mentors, and sponsors. **[2017]**

Flight Attendant-MEA-Middle East Airlines **[2016-2017]**

EDUCATION

Project Management Institute (PMI), Project Management Professional (PMP), Above Target, (2022)-Renewed until March 2028

LAU-Lebanese American University, MSc in Human Resources Management, Received Full Scholarship, achieved a Highest Distinction GPA Level of 4.0, in addition to being a graduate assistant to the Business Department and a Business professor [2018-2020]

USEK-The Holy Spirit University of Kaslik, BBA in Management, admitted as a full scholar, graduated with High Distinction, Class of 2018-GPA: 93.23/100

Jesus & Mary School, Sociology & Economics, Ranked #1 among the entire promotion of 2015

ACCOMPLISHMENTS

- IAAF- Inas Abou Ayash Foundation- **Prize #1 Startup Idea- Dare to Dream Awards** (2018)
- KPMG- Award Winning Title **“Most Impactful Person”** in Business Case Study Competition (2017)
- USEK- Hult Prize Competition-**Prize #1 in Best Startup** (2017)
- **Recipient of two full scholarships** for bachelor and master degree studies
- Recruited as the **youngest instructor** in the business school

Successfully managed and closed all assigned projects

VOLUNTEERING EXPERIENCE

- **INJAZ Lebanon**, Community Development Volunteer (2024-Present)
- **CDLL-Cenacle de La Lumiere**, Fundraising Volunteer (2019)
- **Embrace**, Lifeline Operator (2019-2020)

CERTIFICATES (full list on [LinkedIn](#))

- The Holy Spirit University-USEK-**Drama Therapy Course** (10 sessions) – *Completed, April 2025-Explored therapeutic techniques for emotional awareness, empathy, and group facilitation through creative expression.*
- International Labour Organization (ILO)- **Training of Trainers (ToT)/SIYB Entrepreneurship** (2025)
- Knowledge E- **Designing Impactful Online Learning Experiences** (2025)
- Women in Business-**NGO Management** (2021)
- Google Digital Garage-**Fundamentals of Digital Marketing** (2020)
- eLearning- **Life Coaching & Customer Service** (2020)
- UNICEF- **Digital Media & Literacy** (2019)
- KPMG-**Master Class in Business Case Analysis** (2018)
- **TOEFL ITP**-Grade: 650/677 (2018)