

Majd Akram Eshak

Beirut , Lebanon

+96170197954

majdeshak324@gmail.com

[LinkedIn](#)



Professional Summary

Organized and results-driven professional with experience in training, community programs, and project participation. Proven ability to deliver awareness sessions, support program implementation, and collaborate with volunteers and participants to achieve objectives. Skilled in preparing reports, managing schedules, and maintaining program documentation. Experienced in volunteer management and community engagement through roles with the Lebanese Red Cross and other NGOs. Proficient in Microsoft Office and project tracking tools, with a strategic, results-oriented mindset.

Education

Bachelor of Business in Marketing

Lebanese International University | 2020 – 2023

Professional Experience

Training Participant – Central Bank of Lebanon

- Attended and actively participated in training sessions.
- Gained exposure to training coordination and professional development topics.
- Learned about processes and best practices in training and project implementation.

Volunteer / Project Assistant & Trainer – Lebanese Red Cross

- Delivered awareness sessions as a **trainer**, educating community members on [topics].
- Assisted in organizing and coordinating community training programs and events.
- Participated with the committee in planning and executing several community events.
- Collected feedback from participants and contributed to reporting on program outcomes.
- Helped manage volunteer schedules and maintain project documentation and databases.

Social Worker – Nehna Rashaya (NGO)

- Coordinated community programs and managed communication with beneficiaries.
- Gathered feedback and reported insights to improve program effectiveness.
- Participated in organizing events and awareness campaigns.

Sales & Technical Support / Salesman

- Managed client relationships, ensuring timely follow-up and problem resolution.
- Prepared reports on sales and client feedback, contributing to strategic decisions.
- Coordinated with teams to implement projects and campaigns efficiently.

Data Entry Operator – Arabia GIS (Lebanese Elections)

- Maintained databases, tracked records, and ensured accurate data entry.
- Assisted in reporting and documenting project activities.

Skills

- Training delivery and coordination support
- Volunteer and participant communication
- Event planning and execution
- Report writing, presentations, and documentation
- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Time management, multitasking, and organizational skills
- Problem-solving

Languages

- **Arabic:** Native
- **English:** Fluent

References

Available upon request.