

Diditta Rizk

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Beirut, Lebanon

EDUCATION

Lebanese American University, Beirut, Lebanon

August 2023 – June 2025

Master of Business Administration – Management Emphasis; CGPA: 4.00/4.00

Granted a 100% Research Scholarship.

Georgetown University and Portland State University, United States

March 2023 – February 2024

Leadership Fellowship, selected as one of 60 students from the MENA region to participate in SLP, a fully-funded rigorous leadership and civic engagement program sponsored by the United States – Middle Eastern Partnership Initiative within the United States Department of State.

Lebanese American University, Beirut, Lebanon

August 2019 – June 2022

Bachelor of Science in Mathematics; CGPA: 3.77/4.00 (Distinction)

Selected as one of 34 students from the MENA region to participate in the MEPI – Tomorrow's Leaders Undergraduate Program, a fully-funded leadership and merit scholarship.

Virginia Commonwealth University, Richmond, Virginia

August – December 2021

Exchange Semester; GPA: 4.0/4.0, Dean's List

Lebanese National Conservatory of Music

October 2009-August 2019

Violin

WORK EXPERIENCE

Associate, HEED with Might and Main, Beirut, Lebanon

May 2023 – Present

- Developed sales materials including consulting deliverables, proposals, case studies, presentations, and other documents to support the sales process.
- Worked with Managing Partner on developing Atomic Sales, a gamification program and led the development of sales and marketing materials, outreach and marketing webinars.
- Prospected lists of C-level executives across KSA and UAE in target accounts using various digital tools.
- Led the development of an omni-channel sales strategy to book outbound meetings through cold calls, emails, social outreach, networking with ideal prospects.
- Led marketing campaigns and analytics to attract inbound leads
- Contributed to securing a \$131,000 deal and a follow up \$300,000 project.

Business Development Executive (Contract), Virtual Worker Now, Remote

January – August 2025

- Established the Business Development department from the ground up, defining its structure, strategic direction, and KPIs.
- Designed and implemented an omni-channel sales strategy; led a team of 3 SDRs in execution, resulting in improved lead conversion and revenue growth.

Maids.cc, Dubai, Online

July 2022 – April 2023

- Managed the reporting for a team of 35+ customer service employees by reviewing daily chats, data analysis and visualization, and writing feedback.

LAU, TL Leadership Development Committee, Beirut, Lebanon January 2022 – October 2022

- Organized skill-building activities and leadership development workshops (for example, retreats, alumni bootcamps, etc.) tailored for the needs of Tomorrow's Leaders students from diverse backgrounds
- Managed events from A to Z, including planning, logistics, budgeting, and writing and pitching proposals to management, execution, and post-event evaluations
- Demonstrated strong organizational and communication skills, earning me the trust of my supervisor who later entrusted me to lead the organization of a panel discussion involving all LAU students as part of the "Women in Leadership" series where I planned and organized the "Women in Music" episode

Publications

Manifesto of an Arab Female April 2025

- Published in Amplify: A Journal of Writing-as-Activism, a peer-reviewed journal by Portland State University.
- Featured in the Feminist, Gender, and Sexuality Studies Commons and the Nonfiction Commons as part of the Digital Commons Network, a global platform featuring peer-reviewed work by leading universities.

RESEARCH EXPERIENCE

Research Assistant, Lebanese American University August 2023 – Present

- Supported research papers by contributing to literature reviews and data analysis

Researcher, Master's Thesis, Lebanese American University April 2024 – Present

- Title: "Quiet Quitting in the Digital Age: The Impact of Technostress and Workload on Emotional Exhaustion leading to Withdrawal, with Supervisory Coaching as a Moderator"
- Conducted original quantitative research on employees, in process of publication

Research Assistant Intern, TAMAM Project, Education Department, AUB April 2022 – December 2023

- Contributed to literature reviews by developing annotated biographies.

SELECTED CONFERENCES AND LEADERSHIP

Georgetown University and US MEPI, Amman, Jordan August 2025

- Selected to represent Lebanon in the accelerator workshop to engage with inspiring speakers, diplomats, and fellow changemakers.

Jury Member, MEPI Tomorrow's Leaders 2023 and 2025

- Invited to join the jury in the LAU Tomorrow's Leaders Capstone Presentation in 2023 and 2025 alongside the MEPI Coordinator at the US Embassy of Beirut and an LAU professor.

FXB Global Climate Advocates September 2025 – Present

- Selected to participate in fully funded sessions by climate experts from Harvard FXB, NYU, Project Drawdown and Citizens' Climate lobby.

Advisory Board, Youth Leadership Programme, UNDP, Lebanon May 2023-January 2024

- Guided and mentored participants who developed projects to empower youths and achieve social change.

SDG Brain Lab Programme, UNGCNL, Beirut, Lebanon October 2022 – July 2023

- Participated in the Training and Data hubs and was provided with intensive training on the 17 SDGs and contributed to completing a study about Malia Group's sustainability efforts.

Youth Leadership Programme, UNDP, Beirut, Lebanon

September – December 2022

- Received training and mentorship to complete a community building project and pitch it in front of a jury who selected it to be a national finalist.

PROJECTS

MEPI Capstone Project

March 2022

- Completed a community-based project entitled “Come to Life”: an ecotourism initiative in North Lebanon, that included proposal writing, budgeting, presenting, and pitching in front of a jury; awarded the 3rd place out of 31 projects.

EXTRACURRICULAR ACTIVITIES & VOLUNTEERING

Alumni Mentorship Program, MEPI Alumni Connection

September 2024 – Present

- Shared my expertise with students and fresh graduates in professional and academic matters.

LAU, TL Mentor Program, Beirut, Lebanon

August 2020 – July 2022

- Guided students with personal and academic matters.

Penny Appeal USA, Richmond, Virginia, USA

October – November 2021

- Contributed to packing over 50 care packages during the weekly “Pack-a-Bag” events at Virginia Commonwealth University which were consequently distributed to the houseless.

Adyan Foundation Shabab Parliament, Beirut, Lebanon

April – October 2021

- Participated in the youth mock parliament’s “Candidates Training Program”.

MMKN Public School Support Program, Volunteer Teacher, Online

September 2020 – June 2021

- Provided math tutoring sessions to grade 9 students to ensure their success in the official exams.

IPSM, Youth Chamber Orchestra & Orchestra El Metn, Bekfaya, Lebanon

February 2018 – June 2020

- Participated in training sessions and concerts as well as virtual performances during the global pandemic as a violinist.

AWARDS & CERTIFICATIONS

- Google: Data Analysis Certificate (through a scholarship from AMIDEAST) December 2022
- Google: Project Management Certificate (through scholarship from AMIDEAST) September 2022
- LAU: Leadership in Public and Private Sectors; Social Entrepreneurship December 2020
- Toefl iBT: 110/120

May 2022

SKILLS & LANGUAGES

Computer skills: Proficient in Latex and Microsoft Office (Word, Excel, PowerPoint).**Statistical Packages:** Megastat, SPSS and PSPP.**Data Visualization:** Power BI, Tableau and Google Looker Studio.**Programming:** R, Matlab and Java.**Languages:** Fluent in both English and Arabic; Intermediate in French and Spanish.