Anastasiia Balut

Project Coordinator | Data & Business Strategy Professional

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Address: Bekaa, Lebanon **Mobile:** 961 71 442 877 **Email:** balutanastasiia@gmail.com **LinkedIn:** Anastasiia Balut

Summary

Dynamic Project Coordinator with expertise in managing complex, multi-stakeholder projects across the IT industry. Skilled in leading end-to-end project lifecycles — from client onboarding and proposal development to team recruitment, execution, and quality assurance. Experienced in overseeing 20+ projects simultaneously, balancing priorities for NGOs, private companies, and individual clients. Adept at building and guiding cross-functional teams, mentoring interns, and aligning resources to deliver projects on time and within scope. Combines strategic planning, market analysis, and business development acumen with strong organizational and communication skills to drive measurable outcomes.

Key Competencies

Project & Program Management	Team Leadership & Supervision
Data Analytics & Business Intelligence	Business Development & Client Engagement
Strategic Planning & Proposal Writing	Market Research & Competitive Analysis
Documentation & Statement of Work Preparation	ESG & Sustainability Strategy
Stakeholder Communication & Relationship Management	Quality Assurance & Testing

Professional Experience

Salem Group, Lebanon   **04/2025 – 10/2025**
Project Coordinator

- Managing 20+ projects across different industries and sizes, ranging from small-scale maintenance projects to large web platforms, mobile apps, gaming solutions, and data analytics systems.

- Leading the full project lifecycle, including client onboarding, needs assessment, proposal and budget drafting, SOW preparation, execution, and closure.

- Conducting strategic meetings with clients and stakeholders, ensuring clear documentation, accurate expectations, and transparent communication.

- Directing the recruitment and management of teams, handling job postings, CV reviews, technical assessments, interviews, and final selection.

- Supervising interns across cybersecurity, data analytics, and software development with structured 3-month learning plans, daily mentoring, and task review.

- Overseeing Business Development Associates on Generative AI (GenAI) initiatives, guiding them in market research, partnership outreach, and strategy building.

- Performing QA testing on web and mobile platforms, documenting findings, and preparing corrective action plans.

- Designing tracking systems and progress reports to optimize efficiency and provide leadership with actionable insights.

- Acting as the central coordination hub, ensuring collaboration across teams, smooth workflows, and on-time delivery of high-quality results.

Salem Group, Lebanon   02/2025 – 04/2025
Project Officer

- Assisted in identifying new business opportunities and partnership prospects across MENA and GCC markets.

- Conducted comprehensive market research and data analysis to assess industry trends, competitive landscape, and market gaps, supporting business growth strategies.

- Supported lead generation through targeted outreach and data-driven research.

- Prepared business development materials including proposals, presentations, and client communication packages.

- Engaged with existing and potential clients to strengthen relationships and support partnership development.

- Contributed to project scoping and development of ESG-related deliverables, including sustainability research and documentation.

- Took ownership of assigned workstreams, working independently and actively participating in client meetings.

- Delivered final project reports and presentations, providing strategic recommendations to strengthen ESG and sustainability service offerings.

Salem Group, Lebanon   04/2024 – 07/2024
Associate

- Collaborated on projects related to SDGs, ESG, and governance, contributing to strategy execution.

- Composed 30+ professional proposals, translating complex ideas into clear, persuasive formats.

- Conducted market and partner analysis in the MENA region to identify opportunities.

- Engaged in client and stakeholder communication, building presentation and negotiation skills.

Horizon, Russia   10/2021 - 01/2022
Project Coordinator

- Developed and posted more than 100 job proposals. Type of jobs proposals: game, web and mobile app dev.

- Developed a plan for the distribution of responsibilities depending on the type of task, and timelines.

- Carried out a market analysis, which helped increase productivity, as a result 25% of employees found projects.

- Analyzed more than 20 developers, which helped improve their profile level. Led to increased viewing activity.

Certifications & Trainings

Training of Trainers   **10/2025**
Lebanese Organization of Studying and Training
Comprehensive program focused on child well-being and mental health, with modules on Inclusion, Social and Emotional Learning (SEL), Classroom Management (CRM), Active Learning methodologies, Prevention of Sexual Exploitation and Abuse (PSEA), and Child Protection in Situations of Risk (CPSIR).

Data Analytics IBM   **09/2023 - 11/2023**
Coursera
Data Visualization and Dashboards with Excel and Cognos, Python for Data Science, AI & Development Databases and SQL for Data Science with Python, Data Analysis with Python, Data Visualization with Python
Total of 80 completed hours, 10 successfully done assignments. Passed the courses with over 95/100 grade each.

Advanced Business Intelligence: Power BI   **10/2023**
The Nawaya Network
Total of 30 completed hours. Skills gained: case study, storytelling, data analysis and its proper visualization.

Projects

Python Project for Data Science   **09/2023**
Analyzing Historical Stock/Revenue Data and Building a Dashboard.

Education

Bachelor of Computer Science   **10/2018 - 01/2022**
Lebanese International University, Lebanon
GPA: 3.5/4

Languages

Arabic (Fluent)   **Russian (Native)**   **English (Advanced)**