

# Amani Deni

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## Professional Summary

8 years of experience in training coordination and program management, designing, scheduling, and delivering effective training sessions. Skilled in onboarding, monitoring performance, tracking attendance, and reporting to support continuous improvement. Strong organizational, communication, and stakeholder management abilities, leveraging digital tools to enhance training effectiveness and ensure smooth operations in remote and multi-branch environments.

## Core Competencies

- Program Design & Implementation
- Monitoring, Evaluation & Reporting (M&E)
- Stakeholder Engagement & Partnership Management
- Community Outreach & Awareness Campaigns
- Case Management & Vulnerability Assessment
- Capacity Building & Training Facilitation

## Experience

### CIS Group

#### Programs Officer | Sep 2025 – Present

- Collaborate with proposal writers, design schedules for new programs, and ensure smooth coordination across branches for effective program delivery and sustainability
- Liaise between CIS and NGOs, strengthen partnerships, and oversee 110 active programs with 15 NGOs, ensuring alignment with organizational vision and priorities
- Monitor courses through summaries, pre/post - tests, and evaluation forms, preparing accurate reports that support evidence-based improvements and enhance overall program quality
- Leverage five years of NGO-side expertise and five years company-side perspective to strengthen reporting, multitasking, and program management across diverse stakeholders

### International Rescue Committee

#### Youth Community Mobilizer - Consultant | March 2025 – Aug 2025

- Facilitated monthly awareness sessions for PTAs in two schools, engaging 18 participants each, strengthening collaboration among parents, teachers, and caregivers effectively
- Conducted outreach for Derasa project, registering 500 out-of-school children into institution programs, while delivering tailored awareness trainings to their parents
- Organized and delivered four project-end training sessions for 24 participants, empowering communities with knowledge, skills, and sustainable approaches to youth development

### Case Processor

#### International Catholic Migration Commission | April 2023 – Jan 2025

- Processed and maintained large caseloads averaging three cases daily, ensuring accurate documentation, efficient service delivery, and consistent support to refugee families and individuals
- Identified and referred highly vulnerable families to management, coordinating emergency support including transportation reimbursement, clothing distribution, and access to essential food assistance
- Designed and facilitated internal staff awareness campaigns, including breast cancer awareness, alongside developing trainings, activities, events, and engaging icebreakers to enhance staff capacity
- Coordinated donations' sorting, collection, reporting, and distribution, successfully covering approximately 60% of beneficiaries and ensuring equitable access to critical relief support

## **Jesuits Refugees Service**

### **Home Visits Team Member and External Focal Point | Aug 2021 – March 2023**

- Conducted household assessments for 300 refugee families every 45 days on rotation, ensuring 100% service coverage and timely follow-up on protection, education, and health referrals
- Served as external focal point, coordinating with NGOs, leading awareness sessions, and organizing youth life skills trainings to strengthen outreach and community engagement

## **World Vision Lebanon**

### **Registration Outreach Casual Worker | Aug 2020 – July 2021**

- Performed field outreach and rapid household registrations, delivered awareness sessions on hygiene, COVID-19, and child protection, while identifying and referring vulnerable cases to appropriate services

## **Education**

### **Lebanese University – LU**

- Bachelor Degree in English Language & Literature | 2023

### **Université Saint-Joseph de Beyrouth**

- Diploma in Humanitarian Crisis, Solidarities, and International Cooperation | 2025

## **Certificates**

- Child Protection and Safeguarding – Talent Ms/ICMC
- Gender-Based Violence (GBV) Training – UNICEF
- Prevention of Sexual Exploitation and Harassment (PSEA) – UNICEF
- Disability Awareness and Inclusive Support – Lebanese American University
- Psychological First Aid – World Vision

## **Technical Skills**

- Microsoft Office
- Kobo Toolbox
- Adobe Illustrator & Photoshop, Canva
- Survey Monkey

## **Languages**

- Arabic, Native
- English, Full Proficiency
- French, Full Proficiency