

Marwa Salameh

With over four years in the non-profit sector in Lebanon, I bring expertise in managing multisectoral projects from conception to completion, driven by a commitment to creating meaningful impact within my community. Currently pursuing a Master of Public Health (MPH), I am focused on leveraging my skills and expanding my knowledge. My goal is to guide impactful projects that support better outcomes for vulnerable communities, with a strong emphasis on evidence-based approaches.

EXPERIENCE

Oct 2025– Present

Project Manager, Islamic Welfare Association

- Leading the development of a new Orphan Sponsorship Department;
- Developing organizational Standard Operating Procedures (SOPs), particularly for seasonal and core programs; and
- Leading project teams, fostering capacity building, and ensuring quality delivery across all project phases.

Oct 2021 – Sept 2025

Project Coordinator, Islamic Welfare Association

- Holistically managed over 25 multisectoral projects funded by iNGOs such as the EU, UNESCO, and Islamic Relief USA, overseeing all phases from ideation to completion. Key responsibilities included proposal development, MEAL framework design, funding agreements, completion reports, risk registers, exit strategies, financial tracking, and sustainability planning;
- Coordinated across departments to ensure achievement of KPIs and timely submission of project reports and supporting documentation in line with donor reporting requirements;
- Prepared and submitted due diligence documentation, following up with relevant departments to ensure compliance with required criteria;
- Supported senior management in developing organizational frameworks and annual plans by setting outputs, conducting needs assessments, and establishing key performance indicators;
- Established communication plans to update and engage stakeholders, including project staff, donors, and local communities;
- Built and maintained partnerships by identifying growth opportunities within existing collaborations and developing new partnerships with like-minded organizations, successfully establishing 10 partnerships. This included scoping funding opportunities using tools such as UN Partner Portal, oneGMS, and SAM.gov;
- Engaged with sector working groups, inter-agency networks, and other coordination entities to strengthen collaboration and information sharing;
- Developed and maintained a database to track organizational projects and achievements for improved knowledge management;
- Drafted routine communications, including emails, letters, memos, and other correspondence, to ensure effective stakeholder engagement in partnership activities;
- Monitored project visibility efforts, including drafting interview questions, transcribing case studies, and providing guidelines for filming requirements;
- Represented the Programs Department on the organization's Emergency Task Force, ensuring interventions were timely, adequate, and coordinated with the right stakeholder; and

- Led a team of outreach officers, overseeing data collection to ensure quality and analyzing information for actionable insights.
- Mar 2021 – Sep 2021 **Administrative Intern**, Sail for Change
- Analyzed the NGO's past activities and potential programs using SWOT analysis;
 - Transcribed and translated interviews about the healthcare system and SMEs in Lebanon; and
 - Reviewed academic papers, identified topics relevant to the organization's and bridged them to its work. Papers topics include constructive resistance, affective citizenship, wellbeing, postcolonial feminist theories and critical trauma studies.

EDUCATION

- Sep 2024 – Present **Master of Public**, University College London
- Recipient of the Impact Scholarship
- Sep 2018 – May 2021 **BSc Biology**, American University of Beirut
- Graduated with distinction, GPA: 3.63/4;
 - Wrote articles at Outlook AUB, AUB's official student newspaper as a staff writer; and
 - Awarded with Al Ghurair STEM Program scholarship from the Abdullah Al Ghurair Foundation for Education.

VOLUNTEERING

- Jun 2023 – Dec 2023 **Mentor**, Jusoor
- Mentored a student through the Academic Mentorship Project for Syrians via supporting in the university application processes for international universities and scholarships;
 - Conducted regular meetings and follow-ups to ensure the progress of the student; and
 - Provided guidance on how to compose scholarship applications, CVs, emails ...etc.
- Jan 2023 – Jan 2022 **Translator**
- Participated in the adaptation of "[Neuroscreen](#)" for Arabic-speaking populations via back translating the tool's text from English to Arabic and verifying translation results.
- Jul 2020 – Aug 2020 **Tutor**, Vision Academy
- Prepared lesson plans and taught STEM subjects to students aged 6-12;
 - Wrote articles at Outlook AUB, AUB's official student newspaper as a staff writer; and
 - Awarded with Al Ghurair STEM Program scholarship from the Abdullah Al Ghurair Foundation for Education.
- Jan 2020 – Feb 2020 **Data Entry Assistant**, ToRead
- Collected data on tuition, application deadlines, course offering, contact and location information for all universities in Lebanon;

- Facilitated communication with the universities to ensure accuracy of collected data; and
- Structured data inputs to be used by developers to build the organization's website.

Dec 2018 – Jan 2019 **Outreach**, Abdulla Al Ghurair Foundation for Education

- Facilitated introductory sessions regarding Abdulla Al Ghurair Foundation for Education scholarship; and
- Guided 60 high school through the application process.

PUBLICATIONS

Dec 2023 – Jun 2024 - Assisted with data extraction, consensus and poster preparation for “*Descriptive systematic review of adherence to randomized dietary intervention weight loss trials*”;

- Published in Current Developments in Nutrition
DOI:<https://doi.org/10.1016/j.cdnut.2024.103518>

CERTIFICATION

Oct 2025 **Core Cash and Voucher Assistance Skills for Programme Staff**, CALP Network

Aug 2023 – Sep 2023 [Public Health in Humanitarian Crisis 1](#), Johns Hopkins University

Feb 2023 **Certificate of Completion – Crowdfunding**, Tadamon

Jul 2022 – Nov 2022 **Certificate in Front End Development**, Re:Coded

- Learned HTML/CSS, JavaScript, React via Re:Coded online Immersive Bootcamp; and
- Completed 5 months of project-based learning and coding, with 400+ hours of curriculum and a simulated client project.

SKILLS

Grant management
Proposal Writing
Team management

Emergency Response
Risk Management
Reporting

Monitoring and Evaluation
Program Design
Budgeting

LANGUAGES

- Arabic – Native
- English – Fluent