

Ismail Al Sous | Project Coordinator

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Summary

Project Coordinator with 3+ years of experience developing monitoring tools, conducting assessments, coordinating trainings, and managing learner data within NGO programs. Skilled in logical framework design, pre-/post-testing, data analysis, and donor reporting. Strong communicator with hands-on experience supporting youth beneficiaries, facilitating workshops, and enhancing program quality through evidence-based insights. Fully committed to safeguarding and responsible program delivery.

Education

Indian Institute of Management Bangalore

MicroMasters: Business Administration

Relevant Coursework: Operations Management, People Management, and Strategic Management.

Sep 2024 - Mar 2025

Online, Tripoli, Lebanon

Southern New Hampshire University

Bachelor of Arts: Health Care Management GPA 3.67

Associate of Science: General Studies GPA 3.67

Relevant Coursework: Management, Economics, Statistics, Communication.

Apr 2022 - May 2024

Online, Tripoli, Lebanon

Experience

Tripoli Entrepreneurs Club

Programs Assistant

Tripoli, Lebanon | Mar 2024 - Present

- Collaborated with the program manager to provide programmatic support, implement projects, and support final project reports, event reports, and MEAL reports, and reported data on donor platforms such as ActivityInfo.
- Coordinated 40+ workshops, training sessions, roundtables, and FGDs, targeting more than 150 stakeholders, including logistics, scheduling, reporting, and documentation.
- Coordinated volunteer outreach, recruitment, training, and supervision, while managing program files, shared drives, and admin support for program teams.
- Designed a +15 logical framework, updated and implemented a logframe for ongoing projects, designed data collection tools, and collected means of verification for donors reporting through direct and platform reporting.
- Contributed to 15+ successful funding proposals for UN agencies, EU, embassies, and foundations (logframes, workplans, MEAL design).
- Maintained organized trackers, attendance sheets, and reporting databases for program monitoring.

Tripoli Entrepreneurs Club

Project Coordinator – Gourmet Market

Tripoli, Lebanon | Feb 2023 - Apr 2025

- Acted as a focal point for 100+ MSMEs, partners, and sponsors, managing communications and stakeholder coordination.
- Oversaw event operations, including logistics, vendor coordination, session scheduling, budgeting, and documentation.
- Developed monitoring surveys and reporting frameworks to evaluate training and workshop outcomes.
- Ensured smooth program delivery through strong follow-up, planning, and problem-solving skills.

Lebanese Association For Scientific Research

Student Mentor - Spotlight Program (Global Education Movement)

Tripoli, Lebanon | Mar 2023 - Jul 2023

- Delivered **200+ hours** of mentorship and academic coaching, improving course mastery rates by **40%**.

- Supported learners with progress tracking, individualized guidance, and motivational follow-ups.
- Coordinated with academic staff to ensure the timely delivery of learning materials and support services.

Skills

- **Training & Learner Support:** Onboarding, communication, progress tracking, attendance, motivational follow-up.
- **Program Coordination:** Scheduling, logistics, event management, stakeholder communication, documentation.
- **MEAL & Data Management:** Survey design, pre/post tests, data validation, dashboards, logframes, reporting.
- **Digital Tools:** Excel, PowerPoint, Google Workspace, Power BI, KoboToolbox, MS Forms, Trello, ClickUp, LMS.
- **Communication & Soft Skills:** Strong communication, organization, problem-solving, multitasking, and teamwork.
- **Safeguarding:** Trained on PSEAH, CSH, and SRHR.

Certification & Training

Project Coordination Learning path, Online, LinkedIn Learning, Jul 2025, [View Credentials](#)
MEAL Development Professional Certificate, Online, Humanitarian Leadership Institute, Mar 2025, [View Credentials](#)
Google Project Management Professional Certificate, Online, Coursera, Sep 2024, [View Credentials](#)
Advanced Academic English Writing & Research, Online, Arizona State University, Jun 2022, [View Credentials](#)

Language

Arabic: Native | English: Excellent | French: Good

Volunteer

Alsama Project Remote, Nov 2025 - Present
• Supporting Alsama’s transition from Excel-based student databases to the PowerSchool system by cleaning, updating, and organizing the existing database.

Teach for Lebanon Beirut, LB, Apr 2017 - Present
• Delivered first-aid basic sessions to 120+ high-school students, enhancing engagement and teamwork.

Lebanese Association for Scientific Research Tripoli, LB, Jan 2022 - May 2023
• Delivered three orientation sessions and managed logistics for 10+ events under the Hult Prize Spotlight Program.

Honors

JUSOOR Sep 2024 - Mar 2025
Jusoor-IIE MicroMasters Fully Funded Scholarship
Business Management

Global Educational Movement Apr 2022 - Apr 2024
Southern New Hampshire University - Fully Funded Scholarship
BA – Healthcare Management
AS _ General Studies

References

Available Upon Request