

Rami Mrad

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Summary

A dedicated and self-motivated professional with around 2 years of experience in coordinating development, business and livelihood projects who is currently preparing to take the CAPM® exam. Adept at anticipating potential project risks, resolving challenges quickly, and adapting plans to maintain timelines and deliverables. Effective leader who performs well in a collaborative environment with clients and coworkers. Proficient in ensuring timely delivery of services and their technical feasibility.

Experience

Projects Coordinator

October 2023 - Present

Fair Trade Lebanon, Lebanon

- Coordinate the implementation of capacity-building programs for SMEs, including workshops, training sessions, and mentorship programs.
- Assist in the development of project plans, budgets, and monitoring frameworks, ensuring alignment with organizational goals and stakeholder expectations.
- Assist in the development of standard operating procedures (SOP) for different business projects activities such as; outreach and selection of beneficiaries, needs assessment, curriculum development.
- Conduct research and data analysis to inform program design and decision-making, including market assessments, needs assessments, and impact evaluations.
- Provide training sessions on Business Development, Entrepreneurship, and Sustainability.
- Coordinate project activities effectively to meet deadlines.
- Regularly meet with Stakeholders to keep them informed about project activities and changes made.
- Schedule and prepared training sessions for MSMEs.
- Monitor the collection and handling of essential project documents.
- Provide consultation to project beneficiaries to better identify their needs and align their requests to the project activities.

Internship

June 2022-August 2022

Fair Trade Lebanon, Lebanon

- Cooperatives analysis in terms of HRM, marketing, financial planning and general management.
- Data gathering, cleansing and analysis for several social and agricultural development projects.
- Capacity building plans reviewing and editing.
- Financial analysis of one of the organization's farms to determine profitability, top products sold and total loss in production.
- Project analysis, capacity assessment and problem resolution for a project targeting Lebanese SMEs along with the consulting team.

Education

GET Ahead Entrepreneurship Training of Trainers (TOT).

May 2025

International Labor Organization, ILO

- Completed the 5 days entrepreneurship TOT with ILO.

CAPM® preparation course

June 2024

Amideast, Lebanon

- Completed 23+ PDUs and granted eligibility for the exam.

Bachelor's Degree in Agribusiness (With Distinction)

September 2020 - June 2023

American University of Beirut, Lebanon

Extracurricular Activities

Scouts de l'indépendance, Hazmieh, Lebanon

October 2013-Present

Assistant Chef du Groupe

- Currently In charge of the entire scouts group including approximately 230 members.
- Assist team leaders in activities' organization and coordination when needed.
- Planning and implementation of annual group events.

Food and Agriculture Student Society, FAFS, AUB

February 2023 - May 2023

- President of the Food and Agriculture Student Society (FASS).
- Organized industry related events for members and other students.
- Planned and organized AREC day event with over 350 attendees.

Student Representative Committee, FAFS, AUB.

October 2021- October 2022

- Elected student representative by Agribusiness I, II and III students.
- Vice president of the FAFS Student Representative Committee.

Skills & Expertise

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| • Leadership & Team Management | • Decision Making & Adaptability |
| • Communication & Negotiations | • Microsoft Office & KOBO ToolBox |
| • Problem Solving & Strategic Planning | • Attention to detail & Critical Thinking |
| | • Time Management |

Languages

Arabic: Native | **English:** Fluent | **French:** Fluent