

Doaa Sinno

Law Graduate | Legal Research | Arbitration & Contract Law

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Beirut, Lebanon

Summary

Law graduate ranked 3rd with 2+ years of administrative, data, and legal experience. Skilled in data collection, monitoring, reporting, coordination, and document management. Trained in humanitarian law, protection, gender issues, safeguarding, and community engagement. Strong communication, organization, and MS Office skills.

Education

Beirut Arab University – Bachelor's & M1 in law | Sep 2021 – Apr 2025 CGPA: 3.30/4 | Dean's Honor List (2x)

Professional Experience

Beirut Arab University – Faculty Council Member | Sep 2024- Jun 2025

- Coordinated activities, meetings, and communication between faculty and students.
- Assisted with documentation, planning, and follow-up on initiatives.

Dawn of Right – Legal Writing Intern (Summer Internship) | Jun- Aug 2024.

- Drafted legal articles and reports on human rights and justice
- Conducted research and summarized complex information.

Data Collector / Research Assistant— InfoPro Research Aug 2022–Aug 2023

- Collected and documented field data from vulnerable communities.
- Conducted surveys and supported report preparation.

VFS Global – Administrative & Data Entry Officer (Summer Job) | Jun–Aug 2022

- Processed visa applications, handled document drafting, and maintained confidentiality in a fast-paced environment.

Extracurricular & Training

• **Women's Leadership, Protection & Empowerment Program (in partnership with UNDP, Canada, and UN Women)** (Nov 2024–Jun 2025)

• **ILEAD Group (May 2021):** Legal ethics, media law, human & civil rights, emotional intelligence.

• **IHL Program foudad Chehab Military Academy** (Sep 2023): Humanitarian law principles.

• **Saudi Center for Commercial Arbitration (SCCA, 2023–2024):** Arbitration & dispute resolution.

• **Project Management Course – INJAZ Al-Arab** | Feb 2025 | Gained skills in project planning, execution, monitoring, reporting, and team coordination.

Skills

Administrative: Coordination, scheduling, filing, documentation

Monitoring & Data: Field data collection, surveys, reporting, Excel

Protection: Basic CP, safeguarding principles, vulnerable groups engagement

Technical: MS Office, data entry, research

Languages: Arabic (Native), English (Fluent), Italian (Basic)