

# HILDA AL SHOURA

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

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## Experience

### FIELD COORDINATOR

2023-2025

Jesuit Refugee service, Burj Hammoud, Lebanon

- Facilitated smooth transitions between project phases by maintaining detailed documentation and providing progress reports to stakeholders.
- Followed up on reporting and implementation of AICS project activities, and managed direct communication with the appointed project manager.
- Submitted monthly reports to the Project Director.
- Optimized work schedules to accommodate project deadlines, ensuring timely completion of tasks.
- Managed the field task and activities in coordination and supervision of the project Director and maintained day-to-day relations with the education coordinators in the field.
- Implemented regional M&E tools as required.
- Ensured evaluations and proper monitoring of activities were done on a regular basis.

### PROGRAM COORDINATOR/ASSISTANT

2022-2025

Peace Winds Japan, Remote (part-time)

- Reviewed and annotated the monthly financial reports.
- Followed up with beneficiaries and ensured the accuracy and secrecy of MHPSS data entered.
- Edited and translated project related documents.

### PROJECT COORDINATOR

2019-2022

Just Childhood Association, Beirut, Lebanon

- Participated with the Program Manager in developing a vision and strategic plan to guide the project.
- Oversaw the planning, implementation, execution, and evaluation of projects.
- Identified, assessed, and informed the Program Manager of internal and external issues that affect the project.
- Researched funding sources oversaw the development of fund-raising plans and wrote funding proposals to increase the funds of the organization.
- Acted as a professional advisor to the Program Manager on all aspects of the project's activities.

- Coordinated between Just.Childhood and its partners and represented the organization in partners' meetings.
- Oversaw and ensured proper implementation of projects and assessed the output.
- Conducted official correspondence on behalf of the Program Manager as appropriate and jointly with the Board when appropriate.
- Represented the organization at community activities to enhance the organization's community profile.
- Reported, organized and followed up on administrative tasks.
- Ensured the expenditure meets the budget lines.
- Followed up on documentation and archiving related to the projects.

## **Education**

**MASTER'S DEGREE IN GENERAL PSYCHOLOGY** **2016-2019**  
**NEAR EAST UNIVERSITY**

**BACHELOR OF SCIENCE IN BUSINESS EMPHASIS MANAGEMENT**  
**LEBANESE AMERICAN UNIVERSITY**

## **PUBLICATION**

**Arabic/Lebanese Adaptation of Child Abuse** **2013-2016**  
**Potential Inventory- SAGE Journals**

## **Skills**

- Documentation and Reporting
- Adaptability
- Problem-Solving
- Communication
- Team Collaboration
- Resourcefulness

## **Languages**

**Arabic: Native Language**

**English: Proficient**