

# Nour NAZAR

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## Summary

A highly organized and detail-oriented Manager with a Master's degree in Financial & Banking Economics, specializing in Sustainability. With over six years of experience in administrative support, project coordination, and program management, I excel in handling day-to-day operations, managing communications, scheduling, and coordinating logistics for events and workshops.

Proven ability to manage budgets, prepare reports, and ensure data accuracy, with strong organizational skills.

Proficient in Microsoft Office Suite and experienced in fostering collaboration among diverse stakeholders.

## Key Competencies

Office Management- Administrative Support- Written and Verbal Communication -Financial and Budget Management- Data Management- Project Support- Event & Logistics Coordination- Stakeholder Engagement- Time Management- Multitasker- Building and Maintaining Relationships- Active Listening- Conflict Resolution- Strong interpersonal Skills.

## Professional Experience

### Generation of Innovation Leaders (GIL), Lebanon

Oct. 2020-Present

#### Innovation Training Center Manager (Hybrid)

GIL is a program by UNICEF in partner with Ministry of Youth and Sports addressing the high unemployment rates among youth in Lebanon.

- Trained and mentored over 100 youth in creative thinking and innovation, managing day-to-day administrative tasks, including scheduling meetings, managing calendars, equipment maintenance, answering partner queries, and reporting in both Arabic and English for UNICEF and Lebanese University, ensuring successful execution of over 50 events.
- Organized and coordinated logistics for training sessions related to Digital and Entrepreneurial skills, providing feedback on projects to enhance participants' learning experience; providing emotional support to more than 10 groups by implementing youth protection measures and risk management strategies.
- Monitored and evaluated the progress of interns, youth, and trainers; collaborated with stakeholders to foster new partnerships, secured funding, and conducted research to enhance program outcomes.

### Career, Innovation, & Entrepreneurship center (Center MINE), Lebanon

Mar. 2019-Present

#### Youth Leader (Volunteer)

Center MINE enhances students' employment opportunities and professional integration, developing their innovation and creative capacity, and spreading the culture of entrepreneurship in the Lebanese University.

- Recruited and led a team of over 100 coordinators, overseeing their tasks and reports to promote career guidance and entrepreneurship through planning, implementing and evaluating sessions or activities.
- Facilitated +500 webinars, workshops, courses, and programs reaching +350 students across 19 different faculties and institutes over Lebanon focusing on entrepreneurship, soft skills, and personal development.
- Managed day-to-day administrative tasks, including handling logistics, preparing and editing documents, reports, and presentations and coordinating marketing strategies that boosted Centre MINE's Instagram following to 13.4K, effectively raising awareness of services and enhancing community engagement.

### CodeBrave, Lebanon

Jan. 2025-Aug.2025

#### Project Officer (Hybrid)

CodeBrave is a non-profit organization founded in 2018 working to give vulnerable and underserved people in Lebanon the tools to lift themselves out of poverty through coding, programming, robotics, and AI education.

- Assisted in coordinating and implementing the Digital Literacy and STEM Training Program across 25 public schools in Lebanon, reaching over 3,200 students (grades 6–9) and 65 public school teachers, supporting timely delivery within scope by managing schedules, assisting with budget tracking, and maintaining stakeholder communications among CodeBrave, UNICEF, Ministry of Education and Higher Education (MEHE), schools, and teachers.
- Collaborated closely with project staff to facilitate smooth operations, contributed to monitoring and evaluation

efforts through data collection and analysis, and helped identify and mitigate project risks to minimize delays.

- Prepared detailed progress and impact reports for leadership and donors, coordinated weekly stakeholder meetings to maintain effective communication, and supported documentation of best practices and success stories to enhance CodeBrave's knowledge sharing and advocacy initiatives.

#### **Hult Prize Foundation, United States of America**

**Sep. 2020-Sep.2024**

#### **Campus Director, Regional Judges Leader, Campus Directors Leader (Volunteer)**

Hult Prize is an annual, year-long challenge that crowd-sources ideas from university level students after challenging them to solve a social issue around the sustainable development goals.

- Recruited and managed a team of over 70 campus directors and ambassadors, providing continuous support to ensure the successful implementation of the Hult Prize competition; facilitated workshops for 150+ teams benefiting around 600 participants, and connected them with industry mentors to guide their social initiatives.
- Developed and executed a targeted marketing strategy that boosted participation by 50%, organized engaging events and webinars, led impactful social media campaigns, and oversaw the selection process for winning teams; supported finalists by offering tailored feedback and mentorship connections to prepare them for regional and global competitions.

#### **United Nations Institute for Training and Research**

**Oct.2022-Dec. 2022**

#### **Great Ideas Space 2022 (GIS) Coach**

GIS is a training program to turn ideas for a social profit enterprise into a business model addressing COVID-19 recovery challenges in Iraq, Lebanon, and Egypt.

- Encouraged and guided over 150 learners throughout the program by grading assignments, organizing and maintaining learner files, and tracking progress using the Mighty Networks platform to ensure a supportive and engaging learning environment.
- Moderated the GIS online community, sharing resources and tools to foster collaboration and support learners in developing innovative solutions.

#### **SchemaZone and Reach Academy, Toronto, Canada**

**Mar. 2022-Apr. 2022**

#### **Project Manager Intern**

SchemaZone and Reach Academy collaborate on training programs to deliver a well learning experience, with participants gaining industry-relevant skills through a combination of classroom learning and practical application.

- Coordinated cross-team efforts to align project goals, manage resources, schedules, and budgets, ensuring timely task completion while resolving conflicts and documenting lessons learned for future efficiency.
- Ensured successful project delivery through effective management strategies, including milestone tracking, report preparation, and stakeholder collaboration to drive continuous improvement in execution.

#### **Extra-curricular & Volunteering Activities**

- Successfully completed the "Budgeting, Financial Management, and Risk Mitigation Strategies for NGOs" course at the American University of Beirut with 100% overall grade.
- Coordinated logistics, financial budgeting & support for events such as 1<sup>st</sup> Scientific conference "Proper Planning: Economic Management" at the Lebanese University and a 3 days symposium on the "Morale Erasmus+ Project".
- Delivered webinars on Climate Change, Circular Economy, and design Thinking and Innovation for +500 students.
- Actively engaged in various community initiatives and mentorship programs, receiving recognition from organizations such as Youth Against Corruption, Challenge to Change, and makesene Lebanon NGOs.

#### **Education**

#### **Master in Financial and Banking Economics, Lebanese University**

**2018-2020**

- Thesis entitled "Waste Management in Lebanon" reflecting environment sustainability.

#### **Bachelor of Economic Sciences, Lebanese University**

**2015-2018**

#### **Additional Information**

**Computer:** Microsoft Office (Word, Excel, Access, PowerPoint)

**Languages:** Arabic (Mother Tongue), English (Fluent)