

# Malek Khaled Domarieh

Program Support Officer | Digital Tools Trainer

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## SUMMARY

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Community Program & Support Professional with experience in beneficiary registration, data management, outreach, and field coordination within NGO and UNICEF-supported programs. Proven ability to coordinate activities, follow up on beneficiary data, and support accountability, reporting, and community engagement in routine and emergency contexts.

## EXPERIENCE

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### Registration & Program Support Officer | AL-JANA | 2025

- Coordinated beneficiary registration and data updates, ensuring accountability, accurate follow-up, and compliance with program procedures.
- Managed distribution documentation and signature collection, maintaining accountability-focused, audit-ready files.
- Provided beneficiaries with guidance on entitlements, registration procedures, and complaint mechanisms.
- Coordinated community outreach and beneficiary follow-up related to program activities and services.
- Coordinated with the Information Management & Reporting Officer on data checks and beneficiary feedback

### Trainer | ARCPA, Wadi Elzaineh | 2024 - 2025

- Trained 40+ participants in digital tools: Word, Excel, PowerPoint, Google Forms, Canva.
- Delivered career guidance to support youth goal setting.
- Led physical education sessions promoting health and teamwork.

### Field Program Facilitator | ARCPA, Wadi Elzaineh | 2020 - 2024

- Increased youth club participation by 40% through effective coordination of Book and Chess Clubs.
- Ensured accurate monitoring by managing data collection and reporting across 7+ field activities.
- Successfully launched and coordinated 5+ local initiatives, including digital marketing that helped in boosting 20+ small businesses.
- Reached 50+ youth through targeted outreach and field engagement efforts.
- Collected and managed health data related to COVID-19 and Cholera, supporting risk identification and response planning.
- Supported reporting efforts that helped authorities identify high-risk areas and allocate health resources effectively.
- Organized 10+ major community events, including marathons and academic orientation days.
- Maintained consistent reporting and communication with UNICEF program supervisors, ensuring smooth field operations.

## **EDUCATION**

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### **Lebanese International University**

MS of Biomedical Engineering (2025)

### **Lebanese International University**

BS in Biomedical Engineering (2023)

## **TECHNICAL & CORE SKILLS**

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### **Technical Skills**

- Microsoft Office (Excel, Word, PowerPoint) – reporting, tracking, data organization
- Google Workspace (Drive, Forms, Sheets): Streamlined data collection and reporting.

### **Soft Skills**

- Communication & teamwork
- Coordination & follow-up
- Time management
- Problem solving
- Accountability

## **CERTIFICATIONS**

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[Introduction to CRM with HubSpot | Coursera Project Network](#)

[Introduction to Healthcare Technology Management \(HTM\) | Learnak](#)

[Trustworthy AI for Healthcare | Politecnico di Milano](#)

## **Languages**

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- Arabic - Native
- English – Professional Working Proficiency