

# SUZANNE WEHBE

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## SUMMARY

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Experienced and dedicated professional with extensive experience in the education and nonprofit sectors, leading the implementation of impactful programs. Skilled in managing full project cycles, from design and budgeting to implementation, monitoring, and donor reporting, with a proven ability to coordinate multi-stakeholder partnerships and supervise diverse teams. Adept at supporting data collection efforts, conducting site visits, and resolving operational challenges. Currently pursuing an MBA (evening classes) to enhance managerial and analytical capacities in sustainable development and peacebuilding contexts.

## PROFESSIONAL EXPERIENCE

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### **CIS College, Beirut, Lebanon**

*Programs Officer*

*Mar 2025 – Present*

- Oversee the planning, coordination, implementation, and reporting of 25+ projects encompassing 150+ vocational training programs and workshops.
- Liaise with multiple NGOs and donors, including but not limited to Mada Association, Nusaned, Première Urgence, Oxfam, Unicef, Save the Children, IECD, Abaar, Al Majmouaa, Nabaa, World Vision, Arcenciel, and Fair Trade Lebanon.
- Supervise branch coordinators and administrative officers across 7+ branches on all tasks related to NGO-funded training programs, ensuring quality implementation and compliance with partner agreements.
- Monitor progress through regular field visits, reviewing documentation, and ensuring accurate and timely reporting.
- Proceed with submitting trainers' payment requests to the finance department upon project completion.
- Follow up with the procurement and logistics teams to ensure all required materials and equipment are delivered and classrooms are fully prepared before each course begins.

### **Intisar Foundation, Beirut, Lebanon**

*Programs Manager & Researcher*

*Feb 2023 – Feb 2025*

- Oversaw the implementation of 10+ drama therapy programs from initial to final stages, handling planning, coordination with different centers, field observation and documentation, finances, and narrative reporting.
- Supervised a multidisciplinary team comprising program, research, and communications staff, acting as the main point of contact with the CEO.
- Designed and implemented M&E frameworks by conducting pre- and post-assessments, collecting testimonials and success stories, and analyzing attendance records to assess program effectiveness and suggest areas for improvement.
- Liaised with multiple stakeholders and developed partnerships with local and international organizations.
- Handled all financial operations, including preparing budgets and generating monthly financial reports.
- Supported proposal development, trained new staff and interns, and conducted qualitative and quantitative research work.

### **Lebanese American University, Beirut, Lebanon**

*HES Program Officer*

*Mar 2022 – Feb 2023*

- Coached 40+ students enrolled in the Higher Education Scholarship (HES) program funded by USAID, helping them develop academic skills and foster civic engagement through weekly meetings and detailed performance tracking.
- Managed a network of 150+ interns by vetting and sourcing internship opportunities, reaching out to companies and alumni, and providing one-on-one guidance in CV and cover letter preparation for internship and job applications.
- Prepared and delivered workshops for HES students, including mental health workshops and job search workshops, supporting their emotional and professional development.
- Documented and reported on student workshops and community service projects CSPs, drafting reports, conducting M&E activities, collecting data, tracking progress, and gathering alumni success stories.
- Assisted in organizing and executing events for HES students, including Halloween, Christmas, and Graduation celebrations, by brainstorming ideas with the team and following up with different departments at LAU.

### **Chemonics, Sin El Fil, Lebanon**

*Fact-finding Study Intern*

*May 2021 – Sep 2021*

- Conducted in-depth research on Lebanon's Technical and Vocational Education and Training (TVET) sector, creating a comprehensive database of key stakeholders.
- Designed, translated, and administered questionnaires, conducted phone calls and interviews, and collected data, followed by a thorough analysis of responses to inform project outcomes.

## Intisar Foundation, Beirut, Lebanon

### Mental Health Field Intern

Jan 2021 – Sep 2021

- Translated, transcribed, and coded interviews to execute the qualitative analysis of programs.
- Assisted in writing reports and literature reviews for various research studies to be published.
- Performed administrative tasks during drama therapy sessions implemented in Shatila refugee camp, including attendance monitoring, conducting follow-ups, ensuring COVID-19 safety protocols, and more.

## Father Andeweg Institute for the Deaf – FAID, Jamhour, Lebanon

### Psychology Intern

Oct 2019 – Dec 2019

- Assisted in administering psychological assessments for deaf and hard-of-hearing pupils.

## EDUCATION

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### Antonine University, Baabda, Lebanon

#### Master of Business Administration, Emphasis: General Management

Sep 2024 – Jun 2026 (Expected)

### Lebanese American University, Beirut, Lebanon

#### Bachelor of Arts in Psychology (with honors)

Jun 2020

- Implemented a community service project “Say no for bullying” at Ghobeiry Public School in 2019:
  - Facilitated interactive sessions to educate students on identifying and addressing forms of bullying.

## SKILLS & TRAINING

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### Languages

- Arabic (native), English (fluent), and French (advanced).

### Technical Skills:

- Proficient in MS Office (Word, Excel, and PowerPoint).
- Experienced with data collection and analysis tools like GIC Collect, SPSS, and Kobo Toolbox.
- Working knowledge of design and multimedia tools such as Canva, Adobe Illustrator, Adobe Photoshop, and CapCut.

### Certifications & Training

- People with Disabilities 4-day Training – LUPD.
- Group Dynamics, Psychosocial Support, and Psychological First Aid training – Medair.
- Psychological Tests Training program – Nafsaniyoun.

## EXTRACURRICULAR ACTIVITIES

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### Medair, Hazmieh, Lebanon

#### MHPSS Co-facilitator

Mar 2021 – Feb 2022

- Conducted outreach activities and phone calls to identify beneficiaries for psychosocial support services.
- Co-facilitated psychosocial support sessions, documented session outcomes and prepared progress reports.

### Nehna Haddak Team, Lebanese University, Hadath, Lebanon

#### PSS Volunteer & Co-animator

Mar 2020 – Nov 2020

- Facilitated psychosocial support sessions for adults residing in different areas affected by the Beirut blast.
- Served as a co-animator by implementing psychosocial activities tailored for children and youth.

### Lebanese Red Cross – Youth Department / LAU, Qoraytem, Lebanon

#### GA Member

Aug 2017 – Dec 2019

- Organized and participated in on- and off-campus events addressing diverse topics such as bullying prevention.

## PUBLICATIONS

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- Kreidie, L. H., Wehbe, S., Sakhi, S., Anbar, K., & Al Sabah, I. (2025). Drama Therapy as a Tool for Peace and Conflict Resolution in Family Dynamics: A Pilot Study. *Behavioral Sciences*, 15(9), 1156. <https://doi.org/10.3390/bs15091156>