

# JULIA IBRAHIM

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## Profile Summary

A reliable and dedicated MBA graduate with expertise in social media design and a background in project management within local NGOs. I possess a proven ability to multitask and facilitate collaboration between teams, ensuring tasks are completed efficiently. My strong communication, time management, and business knowledge have contributed to my autonomy, innovation, and successful project execution.

## Key Competencies

- Proven ability to work as a team leader and task distributor
- Ability to communicate effectively with internal and external stakeholders

## Experience

### **Workshop facilitator – CV writing & Interview techniques**

Partnering with local communities and Hebbarieh municipality (3-4 Oct 2025 )

- Designed and delivered a 2-day interactive workshop for 20 participants
- Led sessions on ATS-optimized CV structure , keyword alignment and role-specific tailoring
- Coached participants on behavioral and technical interview strategies , including mock interviews and feedback
- Demonstrated strong communication , public speaking , facilitation and leadership skills

### **Self-employed Social media planner - Graphiji**

Remote work (April 2023-Dec 2024)

- Increased brand awareness and improved brand image by designing social media logos for business pages in various industries
- Provided excellent customer service by handling customers' concerns and feedbacks in real time.
- Increased views and reach by 50-80 % by developing effective feed plans (from posts and stories designs to reels ideas and trends)
- Attracted new customers through offering and designing engaging social media feed formats.

### **Internship at Fransabank – Marjeyoun | Summer 2019-2020**

- Gained software proficiency and customer service expertise through addressing customer complaints and managing a substantial workload.

## Volunteering :

Participated in a Project Proposal writing training – NAHNOO and UNDP  
(Feb 2023-june 2023) | Hebbarieh -Lebanon

- Developed leadership skills through leading meetings and delivering presentations to stakeholders.
- Administered surveys , collected data and systematically organized the results.
- Contributed in the research process and the preparation and management of budgets to be formally presented to the project sponsors.
- Demonstrated strong task delegation skills by effectively assigning responsibilities to team members, ensuring that goals were met efficiently even in high-pressure or time-sensitive situations
- Enhanced emotional intelligence through regular interactions with individuals from diverse backgrounds and age groups in meetings.

## **Education**

MBA in Management information systems – Lebanese International University  
Sep 2020- July 2022 | Nabatieh-Lebanon

Bachelor degree in Management information systems – Lebanese International University  
Sep 2016-July2020 | Nabatieh-Lebanon

- Gained a place on the dean's honor list at the university for 3 years ( High GPA , excellence and good performance ) , and graduated with distinction ( GPA : 3.92 )

## **Certificates :**

- Developed core project coordination skills through 9 courses including teamwork and collaboration, Gantt chart scheduling ,leadership skills , business writing ,project documentation and essential project coordination practices - LinkedIn learning partnering with PMI (2024-2025)
- Mastered image annotation skills - BOT,DOT partnering with UNDP (Nov 2023)
- Strengthened my communication competencies by participating in the "Effective Communication workshop" - NAHNOO with dr Mohamad Ayoub.(Apr 2023)
- Refined my teamwork and collaboration abilities in the team building workshop – NAHNOO and UNDP (Apr 2023).
- Planned , lead and presented a CV-writing workshop (Feb 2023)
- Enhanced my soft skills in HTML coding and query writing in the " Web development " workshop – with Dr. Mohamad Koubaissi ( Aug 2022).
- Developed the critical skills required to conduct comprehensive research, including formulating research questions, designing methodologies, gathering and analyzing data, and synthesizing findings to draw meaningful conclusions in the " Research methods" workshop | Oakridge Academy (2022)
- Gained insights on how to turn problems into business idea in the "Entrepreneurship in emerging economies " course – HarvardX | EDX website (Oct 2020)
- Learned how to present the project's results to the community, focusing on clear communication , stakeholder engagement, and aligning the project's impact with community needs through "life skills" workshop – AVSI (2018-2019)

## **Skills**

**Languages :** Arabic : native language / English : proficiency level in listening , speaking and writing /  
French : working proficiency

**Technical skills :** Microsoft office ( Word - Excel - Powerpoint - Outlook ) – Social media platforms –  
My SQL – Canva – Capcut