

## LINA EL CHAMI

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### SUMMARY

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Strategic Program Coordinator with 3+ years of NGO experience and a Master's degree in Biochemistry, specializing in youth and community engagement, cultural programming, budget monitoring, and educational project development. Currently a Senior Coordinator at a leading Beirut art gallery, integrating curatorial insight, cultural storytelling, and community outreach into inclusive, high-impact public programs. Proven ability to lead multidisciplinary teams, manage project design, risk assessment, compliance, and stakeholder engagement, and translate strategy into actionable workplans. Experienced in digital communications, social media engagement, fundraising initiatives, and senior-management reporting, with strong skills in data analysis and BIA-style impact assessment. Fluent in *Arabic, English, and French*, with a strong commitment to empowering young people through creative, values-driven initiatives.

### EXPERIENCE

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#### **Maya Art Space Gallery, Beirut** — *Senior Coordinator* | **October 2023 - Present**

- Manage daily operations, administrative processes, budgeting, and project coordination, ensuring activities are delivered within approved budgets and timelines.
- Manage artist contracts, NDAs, legal documentation, and office administration.
- Develop youth outreach programs by collaborating with artists, educators, and collaborators to conduct workshops and exhibitions.
- Coordinate art fairs, exhibitions, logistics, and outreach programs while leading cross-functional teams.
- Support HR processes including staffing coordination, onboarding, and payroll follow-up.
- Lead a cross-functional team to ensure that projects are carried out smoothly and in accordance with the gallery's goal.
- Maintain accurate records and internal reporting systems; support senior leadership with financial planning and forecasting.

#### **Ash&Zoe Clinic, Beirut** — *Head Of Laboratory & Assistant Vet* | **May 2023 - July 2023**

- Assisted in veterinary surgeries, patient care, and diagnostic tests.
- Conducted data analysis and reported laboratory tests.
- Managed client communication and emergency response protocols.

#### **Nusaned NGO, Beirut** — *Field Officer* | **September 2020 - April 2023**

- Implemented UNEP/Switchmed II “Nudawwer” project (EU-funded) in Beirut, promoting sustainable consumption, waste management, and circular economy initiatives, ensuring budget adherence, cost tracking, and compliance with donor financial guidelines.

- Managed data, reports, and presentations to track progress, ensuring safety, compliance, and budget adherence.
- Led “Feminist in Action” project (Care International) delivering vocational training for women in carpentry, electrical repairs, and artistic painting.
- Led ACTED-funded FDF initiative supporting women’s economic empowerment in menstrual hygiene production overseeing resource allocation, production costs, staff coordination, and quality control.

## **KEY SKILLS**

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- Project coordination & planning
- Effective communication & Stakeholder engagement
- Data analysis & reporting
- Proficient in all Microsoft Office applications
- Cost & budget monitoring

## **EDUCATION**

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Masters Degree in General Biochemistry from The Lebanese University, Hadath, Lebanon.

## **TRAINING**

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Completed courses in Waste management and Circular Economy (UNITAR), Production and Sale management (ACTED), and Frontline well-being (UNICEF).