

DIMA MEHYEDINE

 Dima.m93@live.com |  +961 70 800570 | LB Lebanese

PROFESSIONAL SUMMARY

Project Coordinator with over 6 years of experience managing multi-sectoral projects in humanitarian and development contexts. Skilled in coordinating international and remote teams, donor reporting, budgeting, and program implementation. Trained in Project Management Professional (PMP) with strong communication, planning, and analytical skills. Fluent in English, Arabic, and French.

CORE COMPETENCIES

Project Coordination & Planning
Donor & Stakeholder Management
Budgeting & Financial Monitoring
Remote Team Collaboration
Proposal Writing & Donor Reporting
Risk, Compliance & Quality Assurance
Monitoring & Evaluation Support (M&E)
Digital Tools: MS Office, MS Project, Zoom, Kobo Toolbox

PROFESSIONAL EXPERIENCE

Project Coordinator

Caritas Lebanon – HQ, Sin El Fil | *Dec 2022 – Jul 2025*

- Coordinated multi-sectoral projects funded by international donors, ensuring alignment with donor requirements and deadlines.
- Managed communication with partners, government entities, and internal departments for effective project delivery.
- Tracked financial expenditure and supported grant compliance across project activities
- Produced detailed progress reports and facilitated online coordination meetings in hybrid environments.

Project Coordinator – Tomorrow's Leaders College to Work Pipeline Program

Lebanese American University (Byblos) | *Dec 2021 – Aug 2023*

- Oversaw program implementation in partnership with the Middle East Partnership Initiative (MEPI) and Georgia Institute of Technology.
- Managed participant engagement and logistics for events, workshops, and mentorship programs.
- Developed donor reports, presentations, and visibility materials, ensuring clear documentation of project outcomes.
- Ensured adherence to project timelines and financial budgets.

Program Support Officer – Economic Recovery & Development

International Rescue Committee (IRC), Beirut | Mar 2021 – Nov 2021

- Supported implementation of livelihood and cash assistance programs.
- Assisted in data management, procurement coordination, and monitoring activities.
- Maintained communication between field teams and HQ through digital tools.

Cash Assistance Officer (Emergency Response)

International Rescue Committee (IRC), (Beirut) | Sep 2020 – Mar 2021

- Managed beneficiary data, coordinated field distributions, and ensured compliance with IRC standards.
- Provided timely reporting to supervisors and partners.

Employer Relations Officer – Economic Recovery & Development Program

International Rescue Committee (IRC), (Beirut) | Oct 2019 – Mar 2020

- Built partnerships with private sector employers for job placement of program beneficiaries.
- Supported job fairs, employment matching, and training sessions.

Other Professional Experience (2010–2019)

- Accountant & Sales – Abdel Massih Pharmacy
- Teller – Banque Libano-Française
- Project Officer – Melkite Catholic Patriarchate
- Finance Officer & Customer Service – K.G.B Maids Services
- Insurance Sales Agent – Tony Chakhtoura Insurance

EDUCATION

Masters in Financial Engineering (In Progress)

LA SAGESSE University | 2023 – Present

Bachelor of Science in Business Management

LA SAGESSE University | 2012 – 2016

CERTIFICATIONS

Project Management Professional Training – New Horizons (2024)

Community Crisis Intelligence – Nesta (2024)

PMD Pro: Project Management – Kaya - Humanitarian Leadership Academy (2020)

FMD Pro: Financial Management – Kaya - Humanitarian Leadership Academy (2020)

Career Planning – Managing recruitment: Kaya – Humanitarian Leadership Academy (2020)

Stay Safe – Personal Security: International Federation of Red Cross and Red Crescent Societies (2019)

ISO LIBAN Inc:

Six Sigma – Yellow Belt Level (2015)

ISO 9001:2015 QMS Essentials Quality Control (2015)
ISO 14001:2004 Environmental Management System Foundation (2014)
OHSAS 18001:2007 Occupational Health and Safety (2014)
Quality Systems Internal Auditor (2014)
ISO 9001:2008 Internal Auditing (2011)

LANGUAGES

Arabic – Native | English – Fluent | French – Fluent | Italian – Basic | Russian – Basic |
Portuguese – Basic

INTERESTS

Reading, Hiking, Swimming, Traveling

REFERENCES

Wadih Al Asmar
Centre Libanais des Droits Humains – President at CLDH
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