

## Donna Imad

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Arabic (Native), French (C2), English (C2), Spanish (B1)

As a fresh Management and Entrepreneurship graduate, I am able to plan, organize, manage, communicate, innovate, and create new ideas. I am ready to use my skills and positive attitude to find suitable business solutions and lead a successful career in the business world.

### **KEY SKILLS:**

- Critical thinking and strategic planning
- Proficiency in Microsoft Office
- Project management and problem solving
- Adaptability and time management
- Leadership and communication

### **EDUCATION:**

- **Business Administration (Management and Entrepreneurship) (GPA 3.9)**  
*Holy Spirit University of Kaslik, Beirut Lebanon (09/2021-05/2024)*
- **Lebanese Baccalaureate: Life Sciences**  
*Antonine sisters 'school, Beirut Lebanon (2005 – 2020)*

### **PROFESSIONAL EXPERIENCE:**

- **Marketing and Project Analyst**  
*Linchpin (04/2025-present)*
  - Strategic Marketing & International Expansion
  - Project & Funding Consultancy
  - Assist NGOs, startups, and companies in securing international funding from bodies such as the European Union (EU), United Nations (UN), and other global donors.
  - Capture, edit and produce engaging photo and video content during events.
  - Manage content and publication across social media platforms to boost visibility and engagement.
  - Increase exposure and market outreach to secure and acquire new potential clients.
- **Junior Client Experience Specialist**  
*Atlantis Financials (09/2024-05/2025)*
  - Client Management and Operation Support
  - Assist with account opening procedures, collecting, and verifying client information according to KYC regulations.
  - Maintain and update client records in CRM system.
  - Process and review applications in accordance with company policies and regulatory requirements.
  - Verify the accuracy of submitted documents and ensure that all required information is provided.
  - Communicate with clients/ Customer service.
- **Freelance Recruiter**  
*Freelance / Self-employed (07/2024-03/2025)*
  - Understand client needs, job requirements, company culture and source candidates.
  - Assess candidates' skills, experience, and fit through resume reviews, initial screenings, and interviews.
  - Present qualified candidates to clients with detailed profiles and recommendations.
  - Schedule interviews, facilitate communication between clients and candidates, and

- manage the hiring process.
- Assist in negotiating job offers and terms between clients and candidates.
- **Human Resources Assistant**  
*The Creative Agency (04/2024-08/2024)*
  - Help in all the HR department's functions.
  - Assist with recruitment processes, writing job descriptions, screening CVs, organizing training sessions, and facilitating communication by dealing with employees' concerns.
  - Ensuring a good workflow and positive environment.
  - Help with interviews, payroll administration, and maintaining compliance with HR policies and regulations.
- **Cabinet member of Real Estate Club USEK**  
*USEK (10/2023-04/2024)*  
As the communication officer and member of the board of directors of the USEK Real Estate club.
- **Project Management Internship**  
*Matisse, Beirut Lebanon (01/2023)*
  - Gained extensive knowledge and experience in events management and project planning.
  - Managed projects from start to finish, overseeing every step.
  - Participated in brainstorming sessions and meetings.
  - Learned to compose professional business timelines for various event types and enhanced skills in Microsoft Excel.

## **PROFESSIONAL DEVELOPMENT AND CERTIFICATION:**

- ***Designing the future of work (08/2024)***  
Online course authorized by UNSW Sydney and offered through Coursera.
- ***Leadership skills certificate (04/2022)***  
From INDEVCO Group to boost leadership skills and techniques for how to be a better leader.
- ***ACIE Asher Centre for Innovation and Entrepreneurship (2022)***  
Certificate of appreciation for work and assistance during the roundtable session organized by the ACIE to promote and encourage entrepreneurship in higher education.  
It empowers its students, faculty, alumni, and community members by providing them with the necessary tools, resources, and networks to support their entrepreneurial initiatives.

## **VOLUNTEERING:**

- ***Asher Centre for Innovation and Entrepreneurship (11/2022 – 11/2023)***  
Facilitated roundtable sessions, events and workshops focused to foster entrepreneurial mindsets among students in higher education.
- ***Green USEK (01/2022-05/2022)*** USEK Green Committee was created to advance the environmental management of the institution, increase its environmental and social performance, and engage the university community as a whole in sustainable development.