



## Mira Abi Mosleh

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### Professional Summary

MBA-qualified humanitarian manager with 5+ years of experience leading Child Protection and PSS programs. Currently managing 7 PSS focal points and 12 community volunteers. Strong HR background in recruitment, performance management, and staff development, with proven ability to deliver impactful programs in complex settings.

### Education

#### **Master of Business Administration**

Arab Open University - Badaro  
10/2019– 06/2021 - GPA: 4.00

#### **Bachelor of Human Resources Management**

Arab Open University - Badaro  
10/2016– 06/2019 - GPA: 3.99

### Professional Experience

#### **Community Coordinator**

Terre des Hommes Italia – Baabda (**April 2025 – Present**)

- Coordinate CP and Education activities across Aley and Chouf
- Lead recruitment and selection processes for staff and volunteers, including screening, interviewing, and onboarding
- Conduct quarterly performance appraisals and provide structured feedback to improve staff performance
- Identify training needs and coordinate capacity-building initiatives for employees and volunteers
- Supervise and support 7 staff and 12 volunteers, ensuring effective team management
- Prepare donor reports and ensure accountability
- Maintain strong relationships with internal teams and external stakeholders

#### **Child Protection Team Leader**

Terre des Hommes Italia – Baabda (**April 2024 – March 2025**)

- Managed team performance monitoring systems and conducted regular evaluations - Conducted performance monitoring and appraisals
- Lead recruitment and selection processes for staff and volunteers, including screening, interviewing, and onboarding
- Delivered coaching and mentoring to staff to enhance performance and engagement

- Ensured accurate data collection and reporting for program and HR purposes

## **Social Worker**

Terre des Hommes Italia - Baabda **(February 2021 – March 2024)**

- Conducted outreach and maintained professional relationships with stakeholders
- Supported training delivery and onboarding of volunteers
- Contributed to development of training materials and child protection manuals
- Delivered awareness and CP activities

## **Project Assistant**

Ainksour Municipality **(June 2020 – September 2020)**

- Demonstrated strong organizational skills by managing all aspects of the showcase venue, including logistics, scheduling, and vendor coordination
- Cultivated relationships with 30 community leaders, successfully identifying and onboarding 20 local small and medium-sized enterprises or collaborative projects

## **Bank Intern**

Byblos Bank – Remhala **(August 2019 – September 2019)**

- Supported banking operations and transactions
- Managed filing and archiving
- Promoted Bank’s Services

## **HR Administrator**

Real Steel Gym – Remhala **(May 2018 – August 2019)**

- Maintained and updated employee records and HR databases
- Supported recruitment processes, including job postings and interview coordination
- Ensured proper documentation and filing systems

## **Skills**

### **Hard Skills:**

- Data Entry & Database Management
- Training & Capacity Building
- Reporting & Data Analysis
- Networking and Stakeholder mapping
- Recruitment & Talent Acquisition
- Performance Management

### **Soft Skills:**

- Effective Communication
- Team Collaboration
- Time Management & Organizational Skills
- Self-Management & Accountability
- Proactive & Initiative-Driven
- Team Motivation & Engagement

## **Trainings**

- Psychological First Aid – Ministry of Health **(2023)**
- Frontliners' Wellbeing TOT – UNICEF **(2022)**
- PSEA Training – Terre des Hommes Italia **(2021)**
- Training of Trainers – IABC **(2019)**

## **Languages**

- **Arabic:** Native
- **English:** Proficient
- **French:** Beginner