

SARAH EL SAYED

Lawyer | Legal Consultant | Humanitarian Aid Specialist

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Highly experienced **Lawyer** with over 9 years of progressive expertise in legal consultancy, humanitarian aid, and leadership roles. Proficient in **legal analysis**, **advocacy**, and **capacity building**, with a proven record of enhancing program effectiveness and promoting **human rights**. Certified **Mediator** and **Life Coach** with extensive experience managing multidisciplinary teams and delivering impactful legal solutions. Recognized for exceptional communication, strategic planning, and ability to navigate complex administrative systems.

KEY OF SKILLS

- **Legal Expertise:** Legal analysis, drafting, and documentation; advocacy; litigation support; mediation.
- **Program Management:** Capacity building, stakeholder engagement, program alignment, report writing.
- **Leadership & Teamwork:** Team supervision, volunteer coordination, training delivery, conflict resolution.
- **Technical Skills:** Microsoft Office Suite, Legal Research Tools, Data Management Systems.
- **Languages:** Arabic (Native), English (Fluent), French (Good).

PROFESSIONAL EXPERIENCE

Selected Funded Community Initiatives | North Lebanon

- **Successfully initiated, drafted, and secured competitive grant funding from Oxfam and UTOPIA for the expansion of a solar energy system and the establishment of a family recreational room at an elderly care shelter, enhancing sustainability and psychosocial well-being of residents. (August-September 2025)**
- **Designed and implemented an income-generating kiosk project supporting a forum for persons with disabilities in North Lebanon, ensuring financial sustainability, structured budgeting, and full compliance with donor requirements. (December 2025)**
- **Led a community-based emergency heating response for families displaced due to building collapse in Tabbaneh, conducting rapid needs assessments, overseeing procurement and distribution of carpets, and ensuring transparent documentation and accountable implementation. (February-March 2026)**

Freelancer Projects:

Freelance Legal Consultant / Lawyer Experience Independent Legal Practice, Tripoli, Lebanon (Ongoing)

- **Drafted, reviewed, and revised legal documents**, including contracts, agreements, pleadings, and memoranda, ensuring compliance with applicable laws and regulations.
- **Conducted comprehensive legal research and analysis** to interpret statutes, case laws, and regulatory frameworks, providing accurate insights to support case strategies and client needs.
- **Provided tailored legal advice and strategic guidance** to clients across diverse sectors, addressing complex legal challenges and ensuring informed decision-making.
- **Represented clients in judicial proceedings, arbitration hearings, and settlement negotiations**, achieving favorable resolutions through persuasive argumentation and strategic planning.
- **Prepared and filed detailed legal briefs, motions, and court documents**, ensuring accuracy and adherence to court requirements, contributing to successful case outcomes.
- **Collaborated with opposing counsel, courts, and government agencies**, facilitating seamless communication and expediting case progression.
- **Maintained detailed and well-organized case files**, ensuring clients were consistently updated on developments and fostering trust and transparency.
- **Negotiated settlements and mediated disputes**, employing conflict resolution techniques to achieve cost-effective and client-centric outcomes.

Freelancer Legal Researcher & Contracts Review Specialist

(Ongoing)

- Conducted in-depth legal research using statutes, case law, and regulatory frameworks to support decision-making and ensure compliance.
- Drafted, reviewed, and revised a wide range of contracts, agreements, and legal documents with a focus on accuracy, clarity, and risk mitigation.
- Analyzed contractual terms and conditions to identify legal risks, inconsistencies, and compliance issues, providing practical recommendations.
- Ensured contracts aligned with applicable laws, regulations, and organizational policies.
- Collaborated with internal stakeholders to clarify legal requirements and support negotiations.
- Maintained organized documentation and legal records to ensure accessibility and traceability.
- Monitored legal updates and industry practices to ensure ongoing compliance and best practices.

NGO Experience

Legal Technical Field Officer Norwegian Refugee Council (NRC), North Lebanon

August 2022 – December 2025

- Developed and disseminated comprehensive **legal scripts** and conducted **refresher training sessions** to standardize practices across teams, enhancing legal service delivery efficiency by **25%**.
- Delivered **technical support** to **local implementing partners**, ensuring compliance with program objectives and national legal frameworks.
- Conducted detailed **needs assessments** and prepared **analytical reports** leading to strategic adjustments that improved program reach by **30%**.
- Designed and facilitated **training workshops** for over **150 stakeholders and beneficiaries**, increasing awareness and understanding of **human rights frameworks**.
- Collaborated with **court officials** and **administrative bodies** to monitor judicial practices, producing monthly reports that informed policy updates.
- Contributed to donor reporting, directly influencing the renewal of **50% of program funding**.
- Delivery of trainings to municipalities on Housing, Land and Property (HLP) rights and refugee rights.
- Capacity building of local authorities on legal frameworks related to displacement and protection.
- Facilitation of coordination between municipalities and humanitarian actors on HLP issues.

Information Field Officer Norwegian Refugee Council (NRC), North Lebanon

February 2020 – August 2022

- Supervised and coordinated a team of **8 Information Field Assistants**, improving operational efficiency and service delivery by **20%**.
- Mapped legal aid services and conducted **regular assessments** to identify gaps, resulting in the expansion of service networks in underserved areas.
- Facilitated awareness sessions for over **3,000 community members**, addressing key issues such as **legal documentation** and **women's rights**.
- Initiated projects that assisted over **1,200 individuals** in securing legal papers, significantly enhancing access to justice for vulnerable groups.

Protection Field Officer, Norwegian Refugee Council (NRC), North Lebanon

October 2018 – February 2020

- Conducted and organized **50+ legal awareness sessions** focusing on critical topics such as property rights and child protection, empowering communities with actionable knowledge.
- Coordinated with legal professionals and community leaders to resolve **200+ cases**, achieving a success rate of **85%** in dispute resolutions.
- Played a pivotal role in developing and rolling out a **comprehensive legal toolkit**, streamlining processes for the legal department.

Information Field Assistant, Norwegian Refugee Council (NRC), North Lebanon

November 2016 – October 2018

- Created and maintained a comprehensive database of **humanitarian services**, ensuring beneficiaries had access to accurate and up-to-date information.
- Provided one-on-one **legal counseling sessions** to over **2,000 beneficiaries**, leading to improved community trust and engagement.
- Conducted monitoring and evaluation activities, identifying opportunities to enhance program impact and efficiency.

Administrative & Finance Officer, ZA Group & Western Union

December 2013 – November 2016

- Managed and reconciled daily transactions worth up to **\$50,000**, achieving a **98% accuracy rate** in financial reporting.
- Oversaw payment procedures, ensuring compliance with company standards and minimizing discrepancies.
- Streamlined administrative processes, reducing task completion time by **15%**.

Legal Intern, Legal Office, Tripoli

June 2010 – June 2011

- Conducted extensive **legal research** and prepared detailed trial memos, enhancing the quality of case preparations.
- Supported senior lawyers in handling **10+ complex cases**, contributing to a **70% case win rate** during the internship period.

EDUCATION

- **Master's II in Human Rights**, Al Jinan University, Tripoli (2021 – 2023)
- **Master's in Law**, Lebanese University Faculty of Law, Tripoli (2014 – 2016)
- **Bachelor's in Law**, Lebanese University, Tripoli (2010 – 2013)

CERTIFICATIONS & TRAININGS

- Certified **Life and Executive Coach**, University Saint Joseph, Lebanon
- Certified **Mediator**, University Saint Joseph, Lebanon
- Certified Trainer for **First Aid and Heist**, American College of Surgeons
- Leadership Training, **Leadership and Management Academy**
- Collaborative Dispute Resolution Skills
- Child Protection Legal Aid
- Women's Rights in Crisis Activation Training
- Online courses in **Justice, International Humanitarian Law, Risk Management, and Prevention of Sexual Exploitation and Abuse**

References:

- Paul Tabet/Head of sub structure at **international committee of the Red Cross ICRC**: Tabet.paul@gmail.com
- Hania Grim/ Program Manager at **Norwegian refugee council NRC**: Hania.grim@nrc.no
- Nadine Jabbour/ Support Manager at **Norwegian refugee council NRC**: Nadine.jabbour@nrc.no
- Afaf Khalil/National Project Officer at International Labor Organization regional Office for Arab States: Khalila@il.org