

Doha Gharib

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EDUCATION

Master of Arts in Applied Economics Lebanese American University (LAU) - Beirut, Lebanon	Sep. 2024- July 2026
Bachelor of Science in Business Studies Lebanese American University (LAU) - Beirut, Lebanon Minor in Data Analytics; MGPA: 3.9/4	Sep.2021- June 2024

RELATED EXPERIENCE

Operations Executive at MCN Lebanon	April 2026 - Present
Research & Data Consultant at The Policy Initiative - Conducting research and analysis on socioeconomic issues, local governance, budgetary frameworks, and policy evaluation - Developing and coding a database tracking government gazette publications to improve accessibility and policy transparency - Supporting budget analysis and research on climate change and environmental governance, examining inter-ministerial coordination across entities such as the Ministry of Energy and Water and the Ministry of Public Works and Transportation - Contributing to projects focused on export performance and trade policy reform. - Participating in research on government reconstruction strategies and the rebuilding of South Lebanon, assessing institutional capacity and resource allocation	June 2025- Present
Data Analyst at AZR. Capital - Coordinated and supported multiple projects by tracking timelines, deliverables, and milestones to ensure on-time execution - Assisted in planning and organizing project activities, including scheduling meetings and preparing documentation - Monitored project progress and reported updates to team members and supervisors - Managed data collection and organization using Excel and internal tools - Collaborated with cross-functional teams to ensure smooth communication and workflow - Identified potential risks or delays and supported in implementing corrective actions - Maintained accurate project records, reports, and documentation	Jan 2026- Apr 2026
Lead Researcher and Teaching Assistant at Lebanese American University - Conducting and leading interdisciplinary research under the supervision of Dr. Ali Fakih, Associate dean of Adnan Kassar School of Business at the Lebanese American University, focusing on economics, social issues, politics, migration, climate change, and gender dynamics with real-world policy applications - Teaching Econometrics lab course for undergraduate students - Collecting, cleaning, and analyzing datasets using advanced statistical methods in Stata to uncover trends, identify patterns, and draw evidence-based conclusions in social sciences and economics	Sep 2024- Dec 2025

- Collaborating with university professors and researchers to design and execute studies on economic trends, market dynamics, and policy implications, contributing to publications and presentations

Administrative Assistant at Lebanese American University Feb 2025- Dec 2025

- Providing administrative support to the Economics Department, assisting with academic operations and faculty needs
- Managing academic support services and office administration tasks
- Utilizing organizational and communication skills to enhance departmental efficiency

Operations Executive at Upgrade UAE Nov 2024- Sep 2025

- Promoting and marketing business and its service through extensive and persistent cold calling, emails, and communication(s) to prospective clients
- Scheduling Initial Prospecting Meetings for the Sales Team
- Providing in-depth information to the Sales team to enable the most qualified and productive demos

Microsoft Certified Tutor at Geek Express Jan. 2023-Sep 2025

- Offering middle and high school students coding classes

Internship at Chemonics International Oct 2023-March2023

- At USAID funded Agriculture & Rural Empowerment (ARE) project. The tasks varied between visual compliance, review supporting documents, data entry, drafting reports and others.

Internship Trainee at Banque Du Liban June 2023-July 2023

Operations Intern at Teach for Lebanon May 2023-June 2023

- Monitoring, Evaluation, Accountability, and Learning (MEAL) intern, responsible for drafting reports, conducting data collection, and creating visual data presentations to support decision-making processes.

Operations Intern at Amideast Jan. 2023-April 2023

- Conducting market research, coordinating logistics, developing strategic plans, performing data entry, tracking attendee participation in sessions and courses, and identifying potential course offerings at the Entrepreneurship and Professional Development department.

Student mentor for HES students at Lau OCE Department Jan. 2023-May 2023

- Guided HES students through academic challenges, providing tutoring, academic follow-up, and facilitating leadership initiatives, while offering personalized support to enhance their educational experience.

ACHIEVEMENTS

Young Researcher Award at LAU	May 2026
Graduate School Representative as University Student Council at LAU	Oct. 2025-present
Scholar at the USAID Higher Education Scholarship (HES) at LAU	Sep.2021- May 2024
The English Access Micro Scholarship Program Aluma by US- Embassy	Sep.2020- Present
Applicant in Prototypes for humanities in UAE proposal	August 2024
Finalist in the Data Visualization Competition at LAU ACE	Dec. 2021

COMMUNITY SERVICE AND VOLUNTEER EXPERIENCE

Scout Leader	Jan. 2023- Jan 2026
Provided a workshop for women titled (How to start your own business)	Jan 2024
Preparing and delivering online and face-to-face tutoring and reinforcement sessions for Junior, sophomore, and Senior Business and Economics students at LAU.	
Data Entry, case studies translator at Al- Reaya Association	Jan. 2022- Dec. 2025
Volunteering with Outreach and Civic Engagement Unit at LAU	Sep. 2021- Dec.2025
Tutoring Volunteer with MMKN NGO	June 2023-July 2023
Logistics and Data Entry at Chain of Education	Dec. 2022- July 2024
Data Entry with Sarepta Association	Nov.2022- July 2024

COMPUTER SKILLS

Microsoft Office: Word, Excel, PowerPoint, Access, and Outlook.
Visual basic, python, R, HTML, CSS: beginner
Tableau, SPSS, SAP S4HANA, STATA

WORKSHOPS

Foundations of Cyber security by Google	May 2023
Techsplore 2022 Cohort by All Girls Code	August 2022
Developing Critical & Analytical Thinking Workshop	April 2022
Team Building & Conflict Resolution Workshop	Nov. 2021
Communication & Negotiation Skills Workshop	Nov.2021
Time Management & Study Skills Workshop by Amideast and US Embassy	Sep. 2021
Project citizen Training and showcase by Amideast and US Embassy	Dec. 2020

ADDITIONAL INFORMATION

Tutoring: Coding, English, Math, Physics, Chemistry and Biology for middle and high school students

Languages: Fluent English and Arabic, beginning Spanish (A2)

Interests: Reading, Acting, Scouts, Speeches & Storytelling and Writing.