

Rita Farhat

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Strategic and results-driven Social Impact & Project Management professional with 5+ years of experience designing and leading multi-sector programs across education, health, protection, social stability, and youth empowerment. Skilled in translating community needs into measurable impact, coordinating cross-functional teams, managing budgets, and building strategic partnerships. Experienced in volunteer activation, data-driven reporting, and digital monitoring systems.

Education

Notre Dame University of Louaize, *Beirut, Lebanon* | Class of 2017

Bachelor of Business Administration – Healthcare Management

Professional Experience

Programs Coordinator | Al Midan NGO **May 2024- Present**

- Designed and secured funding for 20+ multi-sector projects totaling \$200K+, delivering programs across education, protection, health, social stability, and youth empowerment.
- Built and managed partnerships with municipalities, donors, UN agencies, and INGOs to strengthen collaboration and project visibility.
- Developed M&E systems with automated data capture, KPI dashboards, and quarterly reporting for senior leadership.
- Oversaw budget planning, financial consolidation, and expenditure monitoring in coordination with Finance.
- Identified, mapped, and vetted new social impact opportunities across the Middle East, onboarding a pipeline of high-impact initiatives
- Activated volunteer initiatives, tracked engagement trends, and strengthened staff/community participation.
- Managed department operations, documentation, scheduling, team briefings, and internal communications.
- Led communication campaigns, events, and awareness activities to raise project visibility.

Project Coordinator | International Orthodox Christian Charities **October 2023- March 2024**

- Managed a \$540K UNICEF-funded national health project across 40 PHCCs with 150 staff, ensuring timely and compliant delivery.
- Oversaw budgeting, expenditure control, and donor-aligned reporting.
- Strengthened coordination with the Ministry of Public Health, local authorities, and national partners.
- Improved monitoring systems and reporting tools for operational efficiency.

Project Coordinator | Al Midan NGO **November 2019- October 2023**

- Managed health, livelihood, and social stability projects with full oversight of budgets, KPIs, and timelines.
- Supervised operations across 9 PHCCs, coordinating a 30-member field team.
- Enhanced outreach with municipalities, local leaders, and community networks.
- Ensured accurate data collection, KPI tracking, and reporting using digital tools.

Events Manager | Ehdeniyat International Festival **May 2015- June 2023**

- Planned and executed **large-scale international events**, including conferences, cultural programs, and public seminars.
- Coordinated speaker outreach, scheduling, logistics, registration, promotion, and post-event evaluation.
- Managed stakeholder engagement with international guests, media, sponsors, and institutional partners.
- Led cross-functional teams and volunteers to deliver high-visibility events.

Customer Relations Coordinator | KMC, AUB Medical Center**June 2016- November 2019**

- Led patient-centered operations, KPI reporting, interdepartmental coordination, and compliance with accreditation standards.
- Designed and delivered awareness campaigns, conferences, and engagement events.

Engagement and leadership**Lebanese Red Cross, Disaster Management Sector Volunteer****April 2020- October 2023****Rotaract Club of Keserwan, Member; Vice President****2018- Present****Professional Development****Project Management Professional (PMP) ® Certification** Amideast**August 2021****ISO – Certified Trainee in Customer Satisfaction ISO1002:2014****PIRLO – Certified in Accreditation Preparation Workshop PIRLO 9001:2015****Key Skills**

Project Management • Communications Proficiency in English, French and Arabic • Social Impact Strategy • Stakeholder & Community Engagement • Volunteer Activation • M&E, KPIs & Reporting • Data Tools (MS, SPSS, KOBO, POWER BI) • Budgeting & Financial Tracking • Cross-Functional Coordination • Proposal Development • Communications & Events Management • Process Optimization