

Hussein Dahi

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Education

Bachelor's degree in Business Marketing Studies – 2021

Lebanese American University, Beirut, Lebanon

Project Management Professional (PMP) Exam Preparation Program – 2026

LAU Academy of Continuing Education

Professional Experience

Aug. 2025 – Present

Lebanese American University (LAU), Beirut, Lebanon

Position: Program Coordinator | Tomorrow's Leaders Program

- Lead the coordination and execution of program operations in alignment with project Scope of Work (SOW), ensuring achievement of academic and operational objectives.
- Oversee reporting processes by consolidating, analyzing, and presenting quarterly and ad-hoc operational and academic data to management and stakeholders.
- Direct logistical and operational planning for key program initiatives, including the U.S. Semester Abroad program.
- Monitor program budgets, oversee financial requests, and coordinate procurement activities to ensure effective resource allocation and compliance.
- Manage communication and coordination with internal departments, external partners, and donors to maintain operational efficiency and regulatory compliance.

Jun. 2023 – Jun. 2025

Lebanese American University (LAU), Beirut, Lebanon

Position: Academic & Internship Officer | USAID Program

- Managed internship tracking, evaluation, and report validation for more than 120 scholars annually.
- Guided and mentored approximately 45 students per semester by providing academic advising, follow-up performance, and career development support.
- Designed and facilitated leadership, communication, and career readiness workshops to strengthen student engagement and employability outcomes.
- Developed partnerships with NGOs and external organizations to expand internship placements and community service opportunities.
- Directed student record management processes while ensuring full compliance with donor regulations and institutional policies.

Feb. 2022 – Mar. 2023

Lebanese American University (LAU), Beirut, Lebanon

Position: Financial Aid Officer | USAID Program

- Managed the review and assessment of financial aid and scholarship applications, ensuring accuracy, completeness, and compliance with eligibility criteria.
- Advised students on financial aid procedures, funding opportunities, and application requirements.
- Generated analytical reports and application tracking tools to support decision-making and streamline review processes.
- Improved data accuracy and operational efficiency through effective use of spreadsheets and reporting systems.

Feb. 2021 – Jan. 2022

Toters Delivery, Zalka, Lebanon

Position: Data Entry Specialist

- Managed product pricing, stock updates, and database organization for multiple stores.
- Maintained high standards of data integrity and operational accuracy across system records and reporting tools.
- Led operational teams in creating and launching stores on the application database.

Skills & Expertise

COMPUTER: Microsoft Office (Word, Excel, Power Point, Outlook), Google Workspace

LANGUAGES: Arabic (Native) and English (Bilingual)

Core Competencies

Program & Operations Management

Stakeholder & Partner Management

Reporting & Data Analysis

Microsoft Office Suite

Event & Workshop Management

Team Leadership & Supervision

Budget Monitoring & Resource Coordination

Student Mentorship & Academic Support

Reporting & Data Management

Process Improvement & Compliance Management