

Yara Halabi

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Profile

A recent graduate in International Affairs with experience in research, administration, and organizational support. Skilled in daily operations, event coordination, research, cross-cultural communication & conflict resolution and mediation. Strong academic background with publications and certifications in digital tools, eager to apply organizational and people-focused expertise in international development & relations roles.

Education

M.A. International Affairs

Aug 2024 — Jun 2026

Lebanese American University, under a Graduate Research Scholarship, graduated with a 3.88 GPA.

B.A. Political Science/International Affairs

Aug 2021 — May 2023

Lebanese American University, graduated with a 3.5 GPA.

International Baccalaureate Full Diploma

Sep 2018 — May 2020

Wellspring Learning Community

Professional Experience

Communications Intern, The Ministry of Social Affairs, Lebanon

December 2025 — May 2026

- Monitoring traditional and digital media coverage related to the Ministry of Social Affairs, including policy announcements, public statements, and stakeholder responses.
- Tracking, summarizing, and reporting daily media content in Arabic and English.
- Representing the organization in meetings and documenting key discussions, decisions, and action points.

Research Assistant, Lebanese American University Development Department

Jun 2025 — December 2025

- Followed up prospective research and assisted in preparing research briefings and donor profiles.
- Conducted data analysis and updating prospect data in Raiser's Edge NXT.
- Assisted in the preparation of donor event materials, proposals and presentations.
- Handling filing and organization of work materials.

Research Assistant, The Arab Institute for Women- Lebanese American University

Jan 2024 — Jun 2025

- Edited peer-reviewed journal *Al-Raida* in English and Arabic.
- Curated and designed content using Canva on anti-feminist backlash for social media outreach.
- Coordinated events and workshops with 100+ participants; handled registration, logistics, and reporting.
- Conducted bilingual transcription and stakeholder analysis for policy briefs on gender issues, political participation & civil marriage in Lebanon.
- Maintained & updated the institute's website in Arabic and English.
- Representing the organization at virtual and in-person events, engaging with stakeholders and supporting event coordination and communication efforts.

Administrative Support, INMACO SARL

May 2020 — Sep 2021

- Managed correspondence, scheduling, and client communication.
- Maintained confidential databases and filing systems for streamlined information retrieval.
- Supported day-to-day HR functions including record-keeping, client onboarding, and office supply management.

Intern, The A Project

Apr 2019 — Aug 2019

- Researched and developed educational resources to promote sexual health awareness and community engagement.
- Drafted blog content and contributed to hotline training initiatives to support inclusive community outreach.
- Completed specialized training to serve as a volunteer on the organization's sexuality support hotline.

Publications (Selected)

Armenian Women, Cuisine, and Resilience, LAU Migration Studies Borders and Limitations Blog	Jul 2025
https://soas.lau.edu.lb/news/2025/07/armenian-women-cuisine-and-resilience-cherishing-the-past-and-bu.php	
The Legal and Cultural Clash Between Muslim Migrants From the Mena Region and European Countries, LAU Migration Studies Borders and Limitations Blog	Mar 2025
https://soas.lau.edu.lb/news/2025/03/the-legal-and-cultural-clash-between-muslim-migrants-from-the-me.php	
Saudi Arabia: A Crossroad Between Alliances, LAU Libraries Repository	Dec 2023
https://laur.lau.edu.lb:8443/xmlui/handle/10725/15334	
Kylie's Rise to Power, LAU US-MEPI TLS Blog on Medium.com	Dec 2023
https://medium.com/@yara.halabi/kylies-rise-to-power-10a43eacd071	

Certifications

CITI Program – Research Ethics & Compliance, CITI Program- Stage 1	Jan 2025
Extended Training on Peace-building & Women, Peace & Security, by Madanyat and the AiW, LAU	Apr 2025
Google Fundamentals of Digital Marketing Google Analytics	Aug 2023
Instituto Cervantes: Diploma de Español Como Lengua Extranjera Nivel A1	Jul 2018
Intro to Graphic Design with Photoshop	Aug 2023
KnowBe4: Certificate for Security Awareness Course	Oct 2022

Leadership & Volunteering

Mentor, Wellspring Learning Community	March 2019
Guided students to develop their organizational, communication skills and behavioral issues.	

Additional Information

- **Languages:** English (Fluent), Arabic (Fluent), Spanish (Intermediate)
- **Links:** [Linked In](#)
- **Skills:** Microsoft Office, Google Workspace, Analytics Tools, Mediation, Canva, Client Relations, Adobe Premiere Pro