

Hiba Kabalan

Data & Research Assistant

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Objective

Master's candidate with experience in data collection, reporting, and coordination in healthcare and humanitarian programs. Able to work accurately, stay organized, and adapt quickly in fast-paced environments. Looking to contribute to research and operations while continuing to develop practical skills.

Education

Master of Science in Nutrition & Dietetics, Beirut Arab University	Sep 2023 – Present
Bachelor of Science in Nutrition & Dietetics, Beirut Arab University	Sep 2020 – May 2023

Experience

Nutrition Consultant & Team Leader, Vie Saine	May 2025 – Sep 2025
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- Conducted household assessments and administered surveys using Kobo Toolbox.
- On-boarded and registered beneficiaries and maintained records and databases.
- Counseled and followed up with 100 families through monthly home visits.
- Led nutrition awareness sessions for mothers, and ToTs in a mother-led initiative.
- Supervised counselors and volunteers, serving 270+ beneficiaries combined.
- Maintained databases, attendance records, and ensured data accuracy.
- Managed schedules, documentation, invoices, and reporting.
- Served as focal point, participated in meetings and shared project updates.

Assistant Dietitian, Makassed General Hospital	Aug 2024 – Feb 2025
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- Worked with healthcare teams and communicated with patients from different backgrounds.
- Maintained records and operational data using databases and trackers.
- Conducted patient satisfaction surveys and analyzed feedback.
- Trained and followed up with food handling staff.
- Supervised interns and shadowing students.
- Supervised daily operations and ensured high quality services.
- Conducted food safety inspections and took corrective actions.

Volunteering

Director of Professional Development, Rotaract Club of Beirut Metropolitan	Jul 2025 – Present
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- Develop and manage workshops.
- Conduct skills-based needs assessments.
- Develop yearly plans, project outlines and proposals.
- Execute programs with expert speakers, document & report outcomes.

Vice-President, Rotaract Club of Beirut Metropolitan	Jul 2024 – Jun 2025
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- Supported the president and the board of directors in managing club activities.
- Supervised six committees in project management (from research to execution and reporting).

Secretary, Rotaract Club of Beirut Metropolitan	Jul 2022 – Jun 2024
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- Maintained records, documentation, and confidential databases.
- Scheduled meetings, prepared agendas, recorded minutes, and tracked attendance.
- Served as focal point for official correspondence and internal updates.
- Ensured timely dissemination of information and documentation.
- Supported projects across domains (community service, professional development, fundraising)

Skills

Technical Skills: Data Collection, Data Cleaning, Tracking, Reporting, Database Management.

Computer Skills: Kobo Toolbox, SPSS, Excel, Microsoft 365.

Soft Skills: Communication, Problem-Solving, Time Management.

Languages: Arabic (Native), English (Fluent), French (Intermediate).