

REINE JAWHAR

Programs Officer

+961 71 730 023

Beirut, Lebanon

contact.reinejawhar@gmail.com

Economics and International Relations professional with a proven track record in project lifecycle management, strategic reporting, and data analysis. I am experienced in managing complex initiatives from inception to final delivery, with a strong background in conducting qualitative research, designing structured databases, and authoring high-level executive briefs. As a highly adaptable communicator, I am skilled in managing client relations, and developing proposals to secure institutional partnerships.

I am eager to leverage my operational and analytical capabilities into a challenging role within consulting, management, and international development.

PROFESSIONAL EXPERIENCE

Programs Officer– *Management and Development Associates* (April 2026- Present)

- Supported project evaluations and assessments by administering surveys, conducting stakeholder interviews, and facilitating focus groups.
- Developed and maintained centralized stakeholder databases and contact sheets to streamline communication and operational tracking.
- Co-wrote and compiled donor grant applications and competitive bids, actively scanning for relevant Requests for Proposals (RFPs) and ensuring strict alignment with donor criteria.
- Drafted comprehensive project documentation, including inception reports, progress updates, final reports, and work plans to ensure transparent tracking of project milestones.

Research Analyst– *Management and Development Associates* (February 2025-January 2026)

- Performed qualitative analysis on interview transcripts and stakeholder feedback data, designing structured databases to code and organize data management.
- Drafted and edited project proposals and inception reports, integrating key research findings and methodologies to secure institutional funding.
- Reviewed and refined feedback instruments, enhancing the accuracy and effectiveness of data collection tools.

EDUCATION

Istanbul Bilgi University (2021 - 2026)

BA in Economics; Minor in International Relations

Saint Mary's Orthodox College (2018-2021)

Lebanese Baccalaureate in General Sciences

SKILLS

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| • Qualitative Data Analysis & Management | • English: Fluent | • Microsoft Office (Excel, Word, PowerPoint) |
| • Project Lifecycle Management | • Arabic: Native | • SPSS |
| • Database Organization | • French: Intermediate | • Kobo Toolbox |
| • Socioeconomic & Market Analysis | | |