

Profile

Project coordination professional with an MBA background, PMP training, and experience supporting implementation, stakeholder communication, progress tracking, reporting, and data-driven decision-making. Skilled in structuring workflows, monitoring deliverables, identifying risks, validating information, and preparing progress updates across cross-functional teams. Research-oriented, with quantitative survey-based thesis work on workforce anxiety and unequal accessibility to AI in business organizations. Strongly motivated to apply project management, research, and reporting skills in social development, youth empowerment, protection, and community-based programming in Lebanon.

Professional Experience

IOS MID-LEVEL DEVELOPER – INTEGRATED DIGITAL SYSTEMS | JUNE 2024 – JUNE 2025

- Coordinated end-to-end delivery of project features by aligning product, design, QA, and technical teams around priorities, timelines, and deliverables.
- Developed structured implementation plans, tracked milestones, and monitored progress against agreed timelines.
- Followed up regularly with internal stakeholders to identify blockers, document risks, and support timely resolution.
- Prepared progress updates and communicated project status, priorities, risks, and dependencies to support decision-making.
- Ensured deliverables were completed according to requirements, quality expectations, and project scope.

IOS DEVELOPER & PROJECT COORDINATION SUPPORT– VIANEOS LEBANON | JUNE 2020 – AUG 2023

- Supported project coordination in Agile environments, including planning, follow-up, progress tracking, and implementation monitoring.
- Facilitated communication between clients and internal teams to clarify needs, follow up on deliverables, and ensure smooth execution.
- Monitored timelines, dependencies, and task completion across project phases.
- Reported on project progress, risks, challenges, and priorities during internal coordination meetings.
- Improved coordination workflows to strengthen team organization, accountability, and delivery efficiency.

MBA Thesis / Research Project

Conducted quantitative survey-based research on workforce anxiety and unequal accessibility to AI in business organizations, focusing on how technological change affects inclusion, opportunity, and adaptation. Designed survey tools, validated data, analyzed findings, and developed evidence-based conclusions.

Certifications

AUB – Project Management Professional Training

Relevant Experience

- **Flexibility:** Comfortable with field follow-up, regular coordination with implementation teams, documenting challenges, and escalating issues to project leadership when needed.
- **Content Development & Communication:** Drafting structured materials, simplifying complex concepts, delivering training sessions
- **Facilitation:** Leading discussions and knowledge-sharing sessions across diverse groups
- **Analytical Thinking:** Breaking down problems, identifying patterns, and proposing structured solutions
- **Stakeholder Engagement:** Aligning perspectives across teams and maintaining effective communication
- **Program Coordination & Implementation Support:** Exposure to planning, coordination, and execution of multi-step initiatives

Skills

Program & Analytical Skills: Research • Analysis • Reporting • Stakeholder coordination • Workshop facilitation • Content development

Tools: Jira • Power BI • Tableau • Looker Studio • Xcode • Git

Methods: Agile • Data-driven decision making • Process structuring

Languages: English (Fluent) • Arabic (Fluent)

Education

Master of Business Administration

Lebanese American University | Sep 2023 – Dec 2025

Bachelor of Science in Computer Science

University of Balamand | Graduated July 2020