

Khaled Ghalayini

Aspiring Project & Business Management Professional
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PROFESSIONAL SUMMARY

Business-minded undergraduate at the Lebanese American University with hands-on exposure to project coordination, business operations, and AI-driven productivity through a consulting internship. Combines strong communication, emotional intelligence, and analytical thinking with a proven ability to lead community initiatives, coordinate stakeholders, and adopt emerging technologies quickly. Recognized for initiative, adaptability, and a growth mindset, with a clear trajectory toward project management, consulting, and operational leadership roles in fast-paced, cross-functional environments.

CORE COMPETENCIES

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| • Project Coordination | • Conflict Resolution | • Process Improvement |
| • Project Planning | • Risk Assessment | • Change Management |
| • Stakeholder Communication | • Time Management | • Emotional Intelligence |
| • Business Analysis | • Scheduling & Prioritization | • Adaptability |
| • Business Operations | • Documentation & Reporting | • Learning Agility |
| • Strategic Thinking | • Meeting Coordination | • Prompt Engineering |
| • Critical Thinking | • Presentation Skills | • AI Productivity & Automation |
| • Problem Solving | • Client Relations | • Digital Transformation |
| • Decision Making | • Cross-functional Collaboration | • Operational Excellence |
| • Team Leadership | | |

LEADERSHIP EXPERIENCE

Community Leader

Multiverse — Hamra

Lebanon

- Led and engaged a growing community, planning recurring activities and coordinating logistics to maintain consistent participation and satisfaction.
- Facilitated communication between organizers and attendees, resolving operational issues in real time during events.
- Fostered an inclusive, collaborative environment by building relationships, mediating discussions, and encouraging active contribution from members.
- Demonstrated organization, interpersonal skills, and stakeholder management transferable to project and program coordination roles.

EDUCATION

Bachelor's Degree — Undergraduate Studies

Expected Graduation: Early 2027

Lebanese American University (LAU)

- Current GPA: 3.5 / 4.0
- Coursework and projects emphasizing business analysis, communication, teamwork, and analytical problem-solving.

VOLUNTEER EXPERIENCE

Volunteer

OfferJoie

- Participated in humanitarian and community development initiatives, supporting outreach activities in coordination with diverse volunteer teams.
- Assisted in event organization and on-the-ground logistics, contributing to smooth execution of community programs.
- Demonstrated teamwork, empathy, and a strong commitment to measurable social impact.

Volunteer

Re-Fused

- Supported sustainability and environmental initiatives alongside multidisciplinary volunteer teams.
- Contributed to project planning and execution for awareness campaigns and community engagement activities.
- Demonstrated responsibility, organization, and problem-solving across time-sensitive tasks.

TECHNICAL SKILLS

Productivity: Microsoft Excel, Word, PowerPoint, Microsoft Teams, Google Workspace, Notion AI, Canva

Collaboration: Slack, Zoom, Microsoft Teams, Trello, Asana

AI & Automation: ChatGPT, Claude, Microsoft Copilot, Google Gemini, Perplexity AI, Lovable, n8n, Zapier, Prompt Engineering

LANGUAGES

English — Professional Working Proficiency Arabic — Native

CERTIFICATIONS

- PMI Lebanon Chapter — Project Management Fundamentals
- AI Prompt Engineering — Forward MENA

CONFERENCES

- PMI Workshops — Project Management Institute Lebanon Chapter
- AI Workshops — Practical artificial intelligence applications and prompt engineering