

RAZAN LEBDY

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SUMMARY

Engineering graduate with experience in program coordination and operations, currently building skills in business operations and analysis through professional coursework. Seeking an internship or entry-level role to apply structured problem-solving, analytical thinking, and operational support skills. Highly organized and detail-oriented, with experience managing day-to-day operations, supporting cross-functional teams, maintaining accurate records, and improving workflows with a focus on efficiency and quality.

PROFESSIONAL EXPERIENCE

MAWHIBA PROGRAM COORDINATOR | KAF Academy Int'l School | Riyadh, SA

Aug 2023 – Aug 2025

- Designed and maintained operational systems, databases, and standardized forms and procedures to ensure data consistency and process efficiency.
- Tracked program progress and prepared structured reports and documentation to support audits, reviews, and management decisions.
- Coordinated logistics and participant data for national and international events and competitions, ensuring accurate tracking and execution.
- Worked with internal academic teams and external stakeholders to align program delivery with defined objectives, standards, and timelines.
- Managed daily operations and schedules, monitoring workflows and addressing issues to ensure smooth program execution.

QUALITY VALIDATOR | G.W.R Consulting | Remote

May 2022 – Oct 2022

- Reviewed reports for accuracy, clarity, and compliance with predefined quality and operational standards.
- Ensured documentation met client requirements and industry guidelines, contributing to consistent service quality.
- Identified recurring issues in submissions and communicated needed improvements to support higher reporting accuracy.

SKILLS & COMPETENCIES

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|---|---------------------------------------|----------------------------------|
| • Analytical thinking & problem-solving | • Project & task planning | • Data analysis & visualization |
| • Proactivity & attention to detail | • Documentation & database management | • Presentation & report creation |
| • Program coordination & administration | • Budget & resource management | • MS Office & G-Suite |

PROFESSIONAL DEVELOPMENT

IBM Business Intelligence (BI) Analyst Professional Certificate

In Progress, Expected Feb 2026

- Acquiring skills in data wrangling, data warehousing, and statistical analysis to derive actionable insights with SQL, Python, Power BI, and Tableau.

Optimize Projects and Processes Course by Harvard Business Review

Dec 2025

- Acquired skills in project planning and scheduling, process improvement, risk and cost management, and performance tracking.

Forward Program by McKinsey & Company

Nov 2023

- Completed the Forward Program, developing problem-solving, critical thinking, and leadership skills through interactive modules. Gained practical experience in decision-making and teamwork, culminating in a capstone group project where these skills were applied to a real-world business challenge.

EDUCATION

BACHELOR'S DEGREE | Mechanical Engineering | Rafik Hariri University

July 2020