

Mireille YOUNES

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Over 15 years of experience in Project Management, International Cooperation, and Program Development.



ACHIEVEMENTS

- Earned recognition from stakeholders, embassies, and funders for the “Access to Justice” project, praised for implementation, accurate reporting, strong financial management, and overall excellence.
- Launched a regional online training program for PhD students in research methodology, featuring 10 subjects, 2,000 applicants, certification, and ongoing success across the Middle East.
- Organized regional capacity-building programs for young researchers and PhD students, including online training in public speaking and science communication to prepare candidates for and coordinate the French edition of the “My 3-Minute Thesis” competition across Lebanon, Egypt, Sudan, and Djibouti.

CORE COMPETENCIES

Project Lifecycle Management, Financial Management, Stakeholder Engagement, International Cooperation, Program Design & Implementation, Capacity Building, Monitoring & Evaluation, Key Performance Indicator (KPI) Reporting, Proposal Writing, Contract Administration, Budget Oversight, Cross-Functional Coordination.

PROFESSIONAL EXPERIENCE

Agence Universitaire de la Francophonie – Middle East Office

Beirut, Lebanon

Project Manager

January 2013 – August 2025

- Managed the full lifecycle of the €1.47 million EU Tempus project, expertly coordinating 21 partners across Egypt, Lebanon, Belgium, France, and Romania to successful completion.
- Directed a €592,400 project on access to justice, earning high praise from funders for exceptional implementation, financial reporting, and overall robust project governance.
- Designed and successfully launched the R3 Liban research support program, strategically funding twenty national projects at €30,000 each to provide practical solutions for Lebanon's crisis.
- Innovated and implemented a flagship regional online training program for PhD students, attracting an overwhelming 2,000 applications and establishing it as an ongoing successful initiative.
- Administered the Québec–Lebanon Scientific Missions program, managing the tripartite partnership between AUF, the National Council for Scientific Research, and Fonds de recherche du Québec.
- Served as the regional Key Performance Indicators focal point, supervising multi-office teams across Beirut, Tripoli, and Alexandria to ensure accurate annual performance reporting and alignment.

Project Officer

May 2008 – December 2012

- Coordinated key regional academic networks of university presidents, preparing general assemblies, scientific councils, and seminars to foster academic collaboration and partnerships.
- Organized impactful regional scientific events for PhD candidates, including moot court competitions, seminars, writing workshops, and academic mobility programs.

- Managed the comprehensive “Filière francophone” academic program in Lebanon, Syria, and Egypt, overseeing budgets, partnerships, teaching missions, and program evaluation.
- Acted as the Middle East “Project Management” Focal Point, successfully supervising and supporting the entire team’s strategic transition from a program-based to a project-based management approach.

Information and Documentation Officer

January 2001 – April 2008

- Delivered training to students and staff on online research, browsing strategies, and email writing, assisting PhD students in locating reliable sources and academic projects for studies.
- Managed, edited, and published the organization’s newsletter, ensuring accurate, engaging, and timely content while supporting knowledge sharing and communication across the academic community.

Executive Assistant

February 1999 – January 2001

- Provided high-level administrative support to the regional director, managing schedules, correspondence, and meeting logistics for local and international engagements.
- Assisted in preparing official documents, reports, and presentations, ensuring accuracy, consistency, and timely delivery to internal and external stakeholders.

Administrative Officer | International Fairs and Promotions

August 1997 – October 1998

- Responsible for updating exhibitor and visitor databases and managed logistics for various trade fairs, including the preparation of the comprehensive exhibitor catalog for all events.

EDUCATION

Business Management CNAM Lebanon – Lebanese University	June 2022
Technical Degree in Management Information Systems La Sagesse University	June 1997

TRAINING AND CERTIFICATES

MOOC 'Project Management' – Basic and Specialized Modules (40 hours) AUF	July 2023
Adaptation to Change – Team Management Rabih Khodr	November 2020
MOOC 'ABC of Project Management' (32 hours) Université Centrale Lille	February 2014
Project Management Fundamentals (16 hours) Align Grace Najjar	June 2013
Project Management Professional Training (35 hours) American University of Beirut	April 2012

SKILLS

Technical Skills: Microsoft Office (Word, Excel, PowerPoint), Accounting Software (Coda, Prima), Project Management Methodologies, Grant Management, Database Management, Virtual Collaboration Tools.

Soft Skills: Communication, Leadership, Adaptability, Problem-Solving, Teamwork, Negotiation, Organization, Time Management, Decision-Making, Collaboration, Attention to Detail, Strategic Thinking, Interpersonal Skills.

LANGUAGES

Arabic (Native), **French** (Full Professional Proficiency), **English** (Professional Working Proficiency).

REFERENCE

Jean-Noel BALEO, Regional director, AUF, jean-noel.baleo@auf.org, 03 205 142