

Rita Farhat

rita.farhat.7@gmail.com
+961 (78) 844-855 | LinkedIn

BIO

Results-driven project manager professional with expertise in designing and managing high-impact programs across social, business development, and humanitarian aid. Skilled in project implementation, stakeholder engagement, funding strategy, and organizational leadership, ensuring sustainable, community-driven initiatives. Experienced in coordinating national and local projects, securing funding, leading large-scale events, and enhancing client-centered care. Adept at fostering partnerships with governments, NGOs, and donors to drive change and lasting social impact.

EDUCATION

Notre Dame University of Louaize, Lebanon

Bachelor of Business Administration in Healthcare Management | 2017

COMPETENCIES

Proven strong experience across sectors in the following areas:

- Program Design & Implementation
- Community & Stakeholder Engagement
- Funding & Financial Oversight
- Organizational Leadership & Strategy
- Project Implementation & Oversight
- Process Optimization & Compliance
- Community & Stakeholder Relations
- Training & Capacity Building
- Monitoring, Evaluation & Reporting
- Client-Centered Approach & Satisfaction
- Interdepartmental Coordination & Compliance
- Event Planning & Management
- Emergency & Humanitarian Services Coordination
- Recruitment & Team Coordination

EXPERIENCE

Al Midan NGO Programs Coordinator

May 2024 – Present

- Designed and secured funding for over 20 projects exceeding \$100K across multiple sectors.
- Developed and submitted funding proposals for major donors, including the EU, UNHCR, UNICEF, IRC, AFD, UNDP, USAID, UNWFP, IOM, and ILO.
- Led projects in education, protection, health, social stability, and youth empowerment, ensuring strategic alignment with operations, finance, and administration.
- Built strong relationships with authorities, donors, and partner agencies to enhance collaboration
- Managed comprehensive project coordination, leading the development of strategic partnerships and initiatives that enhanced the NGO's impact and reach.
- Restructured policies, led a team of staff, and optimized effective project execution flow.
- Developed and implemented M&E frameworks, conducted evaluations, and improved effectiveness.

International Orthodox Christian Charities Project Coordinator

October 2023 – March 2024

- Led a \$540K UNICEF-funded national health project with MOPH, ensuring impact and alignment.
- Oversaw a national team of 150 workers all over Lebanon and coordinated these efforts with 40 PHCCs
- Managed project execution, ensuring timely, budget-compliant delivery.
- Strengthened relationships with authorities, donors, and partners while advocating for communities.
- Coordinated budget planning, ensured financial compliance, and contributed to donor reports.
- Enhanced internal processes, led teams, and coordinated with project managers for goal alignment.
- Developed M&E frameworks, tracked progress, and documented program effectiveness.

(cont.)

EXPERIENCE (cont.)

AI Midan NGO

Project Coordinator | March 2022 – October 2023

- Managed health, livelihood, and social stability projects, ensuring timely, budget-compliant execution.
- Tracked budgets, managed projections, and maintained financial and operational documentation.
- Engaged with authorities and stakeholders to ensure smooth execution and representation.
- Provided technical and managerial support, ensuring clear objectives and teamwork.
- Coordinated procurement, staffing, and financial planning, contributing to donor reports.
- Conducted M&E activities, tracked outcomes, and documented lessons learned for improvement.

Field Supervisor | November 2019 – March 2022

- Led project planning, execution, and partner coordination for health services delivery in 9 PHCCs across 7 areas/municipalities with a team of 30 staff.
- Trained staff and local beneficiaries on access to health health, hygiene, treatments, and well-being.
- Engaged local entities, community leaders and authorities to expand outreach and project success.
- Conducted field visits, monitoring, data collection, reporting and cross-sectoral referrals using RIMS.

Ehdeniyat International Festival (Seasonal)

Operations Manager

May 2015 – June 2022

- Led 9 seasonal festival events from setup to teardown, aligning with the Director's goals.
- Oversaw staff recruitment, training, and compensation for financial oversight and operations.
- Managed budgets, local transportation, and venue logistics for seamless execution.
- Coordinated with performers, exhibitors, stakeholders, and partners for event success.
- Supported media, VIP guests, and performer relations to maximize visibility.

Keserwan Medical Center, AUBMC Affiliated

Customer Relations Management Coordinator | June 2015 – November 2019

- Led the Executive Patient Program, coordinating across departments including nursing, medical/surgery and administration to ensure a high quality care-centered approach and patient satisfaction.
- Conducted daily rounds, identified issues, documented complaints, and addressed grievances.
- Managed monthly reports, interdepartmental issues, and compliance with regulations and accreditation standards.
- Hosted events, symposiums, and campaigns to promote healthcare awareness and professional development.

Patient Relations Officer | June 2014 – June 2015

- Oversaw consultation and admission, and seamless entry and discharge for 700+ daily patients
- Managed patient bills, ensuring accuracy and compliance with financial protocols.
- Established contact with ambulatory services to facilitate timely patient transport and care.
- Ensured adherence to admission and discharge processes, and drafted KPI reports.

ENGAGEMENT

Lebanese Red Cross, Disaster Management Sector Volunteer Coordinator | April 2020 – October 2023

Rotaract Club of Keserwan, Member, Vice President | 2018 – 2020

April 2020 – October 2023

SKILLS

- Communications proficiency in English, French and Arabic
- Versatility in Microsoft Office Suite, particularly Excel, SPSS, Kobo.
- Project Management Professional (PMP) Certification, *Amideast* | August 2021
- PIRLO 9001:2015, Certified in Accreditation Preparation Workshop | 2019