

Mireille Kherbawi

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Professional Summary

Results-driven professional with several years of experience in operations, data reporting, and cross-functional communication within the education sector. Skilled in managing strategic projects, optimizing workflows, and aligning teams toward measurable goals. Passionate about using digital tools and data-driven strategies to enhance performance, user engagement, and organizational growth.

Core Skills & Tools

- Strategy & Operations: Project coordination, planning, and team alignment
- Reporting & Analysis: Data accuracy, performance tracking, and reporting
- Budgeting & Compliance: Forecasting, documentation, and policy adherence
- Communication & Tools: Strong presentation skills, MS Office Suite, and ERP systems (SAP, Oracle)

Work Experience

Financial Aid Officer

Lebanese American University (LAU) – Beirut

Feb 2023 – Present

- Processed 500+ Financial Aid and USAID applications per semester in compliance with institutional and donor policies.
- Reviewed financial documents, assessed need, and ensured complete, accurate data records.
- Conducted applicant interviews and prepared reports with recommendations for selection committees.
- Acted as primary contact for applicants, providing clear guidance on eligibility and requirements.

Business Analyst

Academia Management Solutions International (AMSI) – Al Mawakeb Schools, Dubai

Jun 2015 – Nov 2020

- Supported planning and execution of 3 turnkey school projects, overseeing logistics, scheduling, and vendor coordination.
- Coordinated KHDA permits and teacher licensing programs ensuring regulatory compliance.
- Conducted financial performance analysis, identifying cost-saving measures that reduced expenses by 30%.
- Implemented ERP-based financial workflows, improving payment and registration tracking efficiency by 25%.
- Prepared detailed management reports and financial models to support strategic decisions.

Project Officer

CS & Clarks – Beirut

Jan 2021 – Jan 2023

- Managed client-facing projects that strengthened brand presence and improved cross-sector engagement.
- Developed financial proposals and management presentations, supporting decision-making and new project acquisition.
- Conducted data-driven analysis that contributed to a 15% growth in revenue opportunities.
- Delivered clear financial communications and reports to stakeholders, improving alignment and responsiveness.

Credit Analyst

Banque Libanaise pour le Commerce (BLC Bank) – Beirut

Sep 2011 – Aug 2012

- Analyzed 100+ credit applications monthly for lending decisions.
- Assessed financials and prepared risk-based reports.
- Reviewed client portfolios, reducing high-risk exposure.

Education

MSc. Information Systems

Organizations & Management – The University of Manchester, UK

BSc. Business Economics

Finance Emphasis – Lebanese American University, Lebanon

Language

- **Arabic** – Native
- **English** – Bilingual
- **French** – Intermediate