

CURRICULUM VITAE

Family name: Jawad
First name: Batool
Date of birth: 27.05.1985
Passport holder: Lebanon
Civil status: Single
Education:



| Institution (Date from – Date to) | Degree(s) or Diploma(s) obtained: |
|--|--|
| Lebanese International University-LIU (2020-2025) | Bachelor of Business Administration (BBA), International Business Management |
| Lebanese American University-LAU (2004-2006) | Bachelor of Science in Graphic Design (Undergrad) |
| Rawda High School | Lebanese Baccalaureate (BAC II) Sociology and Economics |
| Other Training / Courses | |
| Data Protection, Bonn - January 2023 | Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH |
| Data Protection Training, - Bonn January 2023 | Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH |
| Information security, Bonn - January 2023 | Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH |
| Sustainability for Business: ESG Fundamentals (in-progress) Coursera | Coursera |

Language Skills: Indicate competence on a scale of A1 to C2

| Language | Reading | Speaking | Writing |
|------------------|---------------|----------|---------|
| Arabic | Mother Tongue | | |
| English (Fluent) | C2 | C2 | C2 |

Key qualifications:

Accomplished operations and project coordination professional with over a decade of experience supporting international and EU-funded programs. Proven track record in **managing complex projects, optimizing workflows, and delivering results under tight timelines**. Skilled in **strategic planning, procurement, budget management, and cross-team collaboration**, with a strong ability to **analyze data, develop actionable insights, and implement solutions**. Adept at **guiding teams, improving processes, and ensuring compliance**, now seeking to leverage this expertise in a **Senior Associate role** to solve complex business challenges and drive impactful outcomes.

Professional Experience:

| Date from | Date to | Location | Company & reference person (name & contact details) | Position | Description |
|------------|----------|-----------------|---|--|--|
| March 2025 | Sep 2025 | Beirut, Lebanon | ECORYS Nederland B.V. – European Union Funded Project: Third-Party Monitoring of EU Support to MSMEs | Project Administration Officer | <p>Led procurement processes for EU-funded projects, ensuring full compliance with donor regulations while achieving cost-efficient solutions.</p> <p>Developed and maintained logistics dashboards and trackers, enabling data-driven planning and informed decision-making for events and project activities.</p> <p>Coordinated schedules, meetings, and travel across multiple teams, ensuring timely execution of complex project tasks.</p> <p>Managed reporting and documentation to support internal audits and maintain regulatory compliance, streamlining project oversight and accountability.</p> |
| Nov 2024 | Aug 2025 | Beirut, Lebanon | Sheild Association - UNHCR Funded Protection Project | Reporting Officer | <p>Coordinated reporting and data management across multiple teams, ensuring accurate, timely, and high-quality submissions to stakeholders.</p> <p>Streamlined communication between field focal points and project teams, enhancing cross-team collaboration and operational efficiency.</p> <p>Monitored program progress and provided actionable insights and recommendations to improve performance and maintain quality standards.</p> |
| Jan 2024 | Feb 2024 | Beirut, Lebanon | DMI – European Union Funded Project: Thematic Evaluation of EU support to SME's and Business Organizations in Lebanon | Project Administration Officer | <p>Coordinated event logistics, including scheduling, venue management, and attendee experience.</p> <p>Negotiated contracts with vendors, achieving cost-effective, high-quality service delivery.</p> <p>Managed event budgets and tracked expenses while maintaining high operational standards.</p> <p>Provided on-site support and conducted post-event analysis to improve future planning.</p> |
| Aug 2023 | Jan 2024 | Beirut, Lebanon | EUROPE Ltd – European Union Funded Project: Livelihood & Agriculture Support Evaluation | Project Administration Officer (Part-time) | <p>Scheduled meetings, coordinated surveys, and managed workshop logistics.</p> <p>Assisted in drafting communications and preparing reports to support project objectives</p> |

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|-----------|----------|-----------------|---|--|--|
| Aug 2024 | Jan 2025 | Beirut, Lebanon | CESO Development Consultants – European Union Funded Project: Refugee Employment Study | Project Administration Officer (Part-time) | <p>Assisted in project reporting and ensured compliance with all deliverables</p> <p>Coordinated meetings, workshops, and logistics for successful project execution</p> <p>Assisted the team leader in identifying and selecting key stakeholders for project activities, ensuring relevant participation and engagement.</p> <p>Project-based role; contract ended upon completion of the EU-funded project.</p> |
| Jun 2023 | Jan 2024 | Beirut, Lebanon | Secours Islamique France (SIF) | Finance, HR, & Administrative Assistant | <p>Managed financial systems and vendor relationships, ensuring organizational compliance.</p> <p>Coordinated HR processes including recruitment, onboarding and employee documentation.</p> <p>Compiled and verified monthly attendance records for staff and supported the preparation of monthly payments</p> <p>Prepared documentation for staff enrollment in NSSF and insurance packages</p> <p>Oversaw office documentation, payment processing, and administrative support.</p> |
| Dec 2022 | May 2023 | Beirut, Lebanon | Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH – European Union Funded Project: VTE4ALL | Project Administration Coordinator | <p>Managed procurement and logistics for workshops and meetings, ensuring cost-effectiveness and donor compliance.</p> <p>Provided financial oversight, including budget tracking, cashbook management, and streamlining beneficiary payments.</p> <p>Designed and implemented an Excel-based cashflow system that replaced advanced payments under employees' names, allowing payments to be processed via petty cash efficiently and accurately.</p> <p>Enhanced internal workflows to improve operational efficiency across teams.</p> <p>Compiled and verified monthly timesheets for project consultants.</p> <p>Prepared and compiled consultant documentation and files to support the Procurement Officer in contract preparation and compliance verification.</p> |

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|-----------|----------|-----------------|---|--------------------------------|--|
| Aug 2022 | Jan 2023 | Beirut, Lebanon | DAI – European Union Funded Project: TA Facility for the Lebanese Private Sector | Business Development Support | <p>Conducted market research and prepared actionable insights to support business development strategies.</p> <p>Authored a sector analysis report on Lebanon’s agri-food and agriculture market, which was incorporated into the project’s inception report delivered to the EU delegation.</p> <p>Coordinated preparation of reports, documentation, and presentations for management and donor review.</p> <p>Assisted in planning and executing project action plans, ensuring timely completion.</p> |
| Aug 2020 | Nov 2022 | Beirut, Lebanon | DAI – European Union Funded Project: TA Facility for the Lebanese Private Sector | Project Administration Officer | <p>Managed logistics for travel, accommodation, and simultaneously scheduled meetings for multiple teams, coordinating different agendas to optimize time and efficiency.</p> <p>Maintained office budgets and managed supplier relationships to optimize operations.</p> <p>Secured a new office within one week after the original office was destroyed in the Beirut blast, negotiated contract terms, and reviewed agreements to ensure compliance and cost-effectiveness.</p> <p>Organized workshops and stakeholder meetings to strengthen collaboration.</p> <p>Compiled and verified monthly timesheets for project consultants.</p> |
| May 2019 | Sep 2019 | Beirut, Lebanon | AUB – Global Health Institute (GHI) | Project Events Coordinator | <p>Coordinated 10+ events, ensuring seamless logistics and high attendee satisfaction</p> <p>Managed event budgets, financial reporting, and compliance with AUB procedures</p> <p>Improved document management systems for better access and efficiency</p> |
| Aug 2015 | Feb 2019 | Beirut, Lebanon | AECOM – European Union Funded Project: TA Facility to Simplification of Procedures in 4 Lebanese Ministries Project | Project Administration Officer | <p>Oversaw project logistics, including travel, accommodation, and event coordination</p> <p>Liaised with key government bodies and contractors for seamless operations</p> <p>Developed an efficient archiving system for project documentation</p> <p>Compiled and verified monthly timesheets for project consultants.</p> |

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|-----------|----------|-----------------|---|-----------------|---|
| Jan 2013 | Jul 2015 | Beirut, Lebanon | Decoplan International sarl | Project Manager | <p>Managed the planning, budgeting, and execution of 19 interior design projects, 45 graphic design projects, and 25 multimedia projects</p> <p>Delivered projects ahead of schedule while consistently meeting quality standards</p> |

Key Competencies

Strategic Operations & Project Management: Cross-team coordination, multi-stakeholder project execution, workflow optimization, event/training logistics.

Finance & Procurement: Budget monitoring, cost control, procurement planning, vendor negotiation, compliance oversight.

Leadership & Team Development: Mentoring/coaching team members, guiding workflow improvements, facilitating collaboration.

Analysis & Decision-Making: Data-driven insights, report preparation, stakeholder-informed recommendations.

Communication: Simplifying complex messages, presenting key findings, cross-cultural team collaboration.