

PERSONAL INFORMATION

Lama Zeinoun Tabet

 Bazzi building, 7th floor, Pierre Gemayel Street, Chiah, Beirut, Lebanon

 +96170638977  +96170638977

 lama.tabet@gmail.com

Sex Female | Date of birth 11/01/1975 | Nationality Lebanon

WORK EXPERIENCE

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- Oct 2022 - Present **Project Manager – SUFA Project | GIZ - Lebanon**
Overseeing a 26 million Euros education project, ensuring management of funds and resources
Business or sector Green School, Digital Learning, Healthy Eating, Facility Management
- 2012 - Present **Member of Management Board | Chabibeh Sporting Club - Lebanon**
Coordinating local and international youth initiatives, including Erasmus Plus and European Solidarity Corps programs, promoting engagement, youth development and cross-cultural exchange.
Business or sector Youth Empowerment/Sports for Development
- Sept 2020 – Oct 2022 **Project Manager – PVAWG Project | GIZ - Lebanon**
Supervising a 1 million Euros project addressing Gender-Based Violence, overseeing strategic planning, resource allocation, and implementation to combat GBV.
Business or sector Gender Based Violence, Awareness Raising, National Coordination Structures
- Sept 2020 – Mar 2022 **Project Manager – LEAD Regional Programme | GIZ - Lebanon**
Managing the Lebanon component of a regional women political participation project
Business or sector Women Political Participation
- Jan 2018 – Sept 2020 **Programme Advisor – LEAD Regional Programme | GIZ - Lebanon**
Technical support for the Lebanon component for women's political participation project, including strategic guidance, optimizing implementation, leveraging resources, and addressing challenges.
Business or sector Women Political Participation
- 2015 - 2016 **Technical Adviser | Mercy Corps - Lebanon**
Technical support, capacity development through curriculum creation and manuals, fostering sustainable outcomes in Lebanon's landscape.
Business or sector Child Protection, Youth Life Skills
- Jan 2018 - Aug 2018 **Consultant/Trainer | LRI - Lebanon**
Preparing and delivering training workshops on youth civic engagement, communication skills, leadership, conflict analysis and conflict management, time management, and strategic planning
Business or sector Capacity Development
- 2015 - 2018 **Consultant/Trainer | International Alert - Lebanon**
Preparing and delivering training workshops for educators, developing manuals on safe learning environments and social cohesion in schools, preparing and delivering workshops for primary health care centres staff on communication skills, conflict management and teamwork, developing the capacities of local communities' committees on conflict management, training staff of International Alert partners on conflict management and facilitation skills
Business or sector Peace Building

- May 2017 – July 2017 **Design Thinking Trainer | Nawaya Network - Lebanon**
Preparing and delivering training workshops for youth on business ideation
Business or sector Youth entrepreneurship
- May 2017- Jan 2018 **Consultant and Trainer | Search for Common Ground - Lebanon**
Feb 2017- Dec 2017 Preparing and delivering training workshops for youth and for local committees on social leadership, conflict sensitivity and nonviolent communication to promote sustainable peace and social unity.
Business or sector Peace building, Youth Development
- July / Aug 2015 **Trainer on Women Empowerment | Haya Bina - Lebanon**
July / Aug 2016 Developing and Implementing activities for women participants on “Women Citizenship” and “Problem
July / Aug 2018 Analysis and Community Participation” empowering them with knowledge of rights, responsibilities, and skills for community involvement.
Business or sector Women Empowerment
- 2007- 2009 **Trainer on Women Empowerment | NCLW - Lebanon**
Building the capacity of Lebanese rural women on developing and maintaining a household budget tailoring training sessions and workshops, improving the ability of rural women make informed financial decisions, and enhance household economic stability.
Business or sector Women Empowerment
- 2013 – 2018 **Expert/Trainer | Free Lance - Lebanon**
Worked with different organizations including UNESCO Office Beirut, Nabad for Development, Anti Racism Movement, MEPI LAA Lebanon, Teach for Lebanon, NPA and YWCA on the preparation and delivery for workshops for their beneficiaries. Topics included: Life skills, strategic management, TOT, networking, civic participation, events management and gender
Business or sector Capacity Development
- 2008 – 2013 **HR and Communication Officer | Lahoud Engineering - Lebanon**
Supervising the implementation of strategic human resources (HR) tasks and handling communication and public relations (PR) efforts for Mr. Lahoud’s political network, both during his tenure as a minister and as a member of parliament. Overseeing and organizing events and activities: conferences, seminars, panels, and media engagements.

Facilitating effective communication and interaction with stakeholders, promoting the network’s aims, and improve its public image and reputation. Overseeing HR procedures and endeavours to uphold the network’s strategic aims and objectives, guaranteeing synchronization with organizational priorities and cultivating a favourable work atmosphere for employees and stakeholders
Business or sector Contracting and Engineering/ Political

EDUCATION AND TRAINING

- 2011- 2015 **Masters in Business Management**
La Sagesse University - Lebanon
- 1992 - 1996 **Bachelor of Business Administration**
American University of Beirut - Lebanon
- 2011 - 2012 **Trainer Certificate**
SALTO Youth Euromed – Training of Trainer in Euromed TOTEM

PERSONAL SKILLS

Mother tongue(s)	Arabic				
Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
	Replace with name of language certificate. Enter level if known.				
French	C1	C1	C1	B2	B1
	Replace with name of language certificate. Enter level if known.				

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication / Analytical / Strategic Planning Decision Making Skills: Good communication skills gained through my experience as trainer and consultant working with colleagues and participants from different countries and different backgrounds, and from managing small and large teams

Organisational / Managerial Leadership / Coaching Skills: Currently responsible for a team of 10 staff members, managed three big projects for a large institution, and small-scale Erasmus plus and ESC projects

Job-related / Negotiation Mediation / Emotional Intelligence Attention to Details skills: Monitoring and evaluation of projects and capacity development measures, gender mainstreaming in projects and in activities, great follow up and coordination skills acquired from working with teams locally and internationally

Computer Skills: MS Office – Teams – Outlook - Zoom

Driving Licence: Lebanese driving license

ADDITIONAL INFORMATION

Publications	<ul style="list-style-type: none"> • Face to Face with COVID-19" https://educationaltoolsportal.eu/en/tools-for-learning/face-face-covid-19 • Impact Study that analysed the impact of participation in Erasmus Plus mobility projects on Lebanese young people's personal and professional development https://www.daleel-madani.org/civil-society-directory/chabibeh-sporting-club/resources/impact-study-2018-celebrating-10-years-euro-mediterranean-cooperation • Tools for Integration – A toolkit developed after the Tools for Integration project with UNESCO Beirut in December 2015. http://www.daleel-madani.org/resource/tools-integration • Conflict Styles: https://www.salto-youth.net/tools/toolbox/tool/conflict-styles.1590/ • Employability Skills: https://www.salto-youth.net/tools/toolbox/tool/employability-skills.1501/ • Intercultural Learning: https://www.salto-youth.net/tools/toolbox/tool/discover-the-city.1512/ • Developed a Youth Initiatives tutorial for Teach for Lebanon with corresponding worksheets • Developed a "Safe to Learn" toolkit for International Alert Lebanon • Developed a Schools Social Cohesion Manual for NRC Jordan with International Alert • Developed a Life Skills for Youth Manual for Mercy Corps • Article: "Illiterate Women Teach Me an Invaluable Lesson" 2007 https://mideastposts.com/middle-east-business/illiterate-women-teach-me-an-invaluable-lesson/ • Personal Blog: https://mylearningjourney.travel.blog/
Presentations	
Projects	
Conferences	
Seminars	
Honours and awards	
Memberships	
References	

Date 15th March 2024

Signature *Lama Zeinoun Tabet*