

# Catherine El Chami

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## Professional Summary

Dynamic Technical Project Consultant with a stellar record of driving the successful execution of complex projects in capacity-building and stakeholder engagement. Proficient in orchestrating training programs, managing procurement processes, overseeing financial reporting, and optimizing infrastructure management. Achieved a notable cost reduction exceeding 20% and significantly improved project efficiency. Known for establishing strong partnerships with government agencies, international organizations, and local stakeholders to lead impactful sustainable development initiatives. Skilled in enhancing operational effectiveness through rigorous monitoring, evaluation, reporting, and IT systems management, resulting in streamlined processes and heightened data. Committed to driving transformative change through strategic planning and flawless execution, consistently delivering high-impact programs with measurable outcomes.

## Key Competencies

### Technical Skills

Project Coordination & Implementation, Procurement & Financial Reporting, Monitoring, Evaluation & Reporting, Infrastructure & IT Systems Oversight, Reporting and Documentation, Training & Workshop Facilitation, Microsoft Office, Click Up, Google Classroom, Slack, Zoho, Odoo, Vbout, Google Workspace, Github

### Soft Skills

Stakeholder Engagement & Capacity-Building, Technical & Administrative Support, Accountability & Awareness, Community Outreach & Development

## Professional Experience

### Livelihood Field Facilitator

*Association for the Development of Rural Capacities | Aug 2022 - Sep 2024*

- Led multi-stakeholder project coordination for the AFDAL project in collaboration with the World Food Program and CARE International, fostering seamless collaboration and alignment of project objectives.
- Developed and implemented training programs for 350+ beneficiaries, equipping them with technical skills, food processing knowledge, financial literacy, and essential life skills to enhance employability and entrepreneurial
- Oversaw end-to-end procurement processes, implemented effective contract management strategies, and provided comprehensive financial reporting to maintain high standards of accountability and transparency.
- Orchestrated the successful installation and rehabilitation of greenhouses, managed the livestock distribution program, and oversaw the implementation of an advanced IT system in partnership with IT departments to enhance operational efficiency.
- Utilized ODK/Kobo for conducting detailed vulnerability assessments, generated comprehensive reports, and ensured timely delivery of support to beneficiaries, optimizing project effectiveness and impact.

### Team Leader

*Info Pro | May 2022 - Aug 2022*

- Managed a team of four field enumerators for the Food Safety Net Project funded by the World Food Program.
- Planned and organized 450+ field visits, ensuring tasks were completed efficiently.
- Monitored field activities for data accuracy and team safety.
- Compiled and submitted daily, weekly, and monthly reports for decision-making.
- Ensured all documents and data were handled securely and ethically.

### Sports and Events Administrative Assistant

*American University of Science and Technology (AUST) | Oct 2016 - Jun 2019*

- Assisted in planning and coordinating 30+ events, managing logistics and VIP interactions.
- Coordinated with 9+ coaches, 130 athletes, and 20 staff members for event execution.
- Maintained accurate records of attendance, feedback, and event data.
- Managed last-minute event adjustments, ensuring smooth execution.
- Coordinated and managed the Open Day event, collaborating with university departments and admissions to introduce over 300 prospective students to the university's programs and majors.

## Education

### Master of Business Administration in Management (MBA)

*Lebanese International University | Jan 2023 - Jan 2025*

GPA (3.73)

### Bachelor of Science in Forensic Sciences

*American University of Science and Technology (AUST) | Mar 2016 - Mar 2020*

## Certificates

### Project Management

*The Nawaya Network | Sep 2024*

### Call Center

*DOT | Aug 2024*

## Extracurricular Activities

### Emergency Response Volunteer

*Care International | Oct 2024 - Present*

- Support distribution processes, ensuring timely and efficient aid delivery to beneficiaries while accurately tracking kits, locations, and overall progress.
- Conduct data collection and analysis using Kobo/ODK tools for assessments, surveys, and post-distribution monitoring across various targeted areas.
- Facilitate WASH and food security activities by distributing hygiene kits and food parcels to vulnerable and underserved
- Disseminate emergency awareness messages and reported complaints to the Accountability Officer, ensuring transparency, prompt action, and effective resolution measures.
- Support the MEAL Team in ensuring accurate and comprehensive monitoring, evaluation, and reporting, contributing to continuous improvement and accountability in project delivery.

## Additional Information

### Languages

Arabic (Fluent), English (Fluent), French (Fluent)