

## Rana Khatib



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**Coach | Consultant | Facilitator** | with many years of progressive international experience within social, economic, and humanitarian spheres in United States, the Middle East and most recently Europe. Rana attended *University of Pittsburgh, PA, US* and holds Master of Arts in International Development and Bachelor of Arts in Economics and Business Administration. Rana attended the *Coach Training Institute*, the largest in-person and business coach training school in the world. Fluent in both English and Arabic, and advancing in Spanish, Rana has lived and worked in Palestine, Washington D.C., Dubai, and currently living in Spain

**Practice Areas/Expertise-** Human Potential Development, Talent Sustainability, Personal Development and Career Growth, Interpersonal and Communication, Staffing and Employee Relations, Project Planning and Management, Business Development and Partnership, One-on-One Coaching, Team Coaching and Facilitation

### CAREER PROGRESSION

#### **PepsiCo International**

**2008 – 2010**

A Fortune 500, American multinational corporation- Dubai, UAE

#### **HR Business Partner**

Researched, evaluated and implemented management practices, leadership training and development programs, leadership's principles, business partnerships and employee relations in an international HR department

- Achieved 95% participation rate for the Core Processes including MQPI, 360 and Hogan for all division employees
- Applied outstanding staffing skills and closed 50 new positions since Jan 2009, 3months earlier than the Q4 deadline
- Envisioned and implemented the “New Hire Program”, successfully lowering the turnover of newly hired employees by 95% over a year
- Speeded up focused recruitment process by 15 working days through building strategic business relations with multiple global recruitment agencies
- Saved more than 40% of the budget allocated for the staffing expenses

#### **Abt. Associates**

**2006 - 2007**

U.S. based Business Research and Development Consulting Firm- Washington, D.C. USA

#### **Program Analyst**

Handled all aspects of new business proposals for the Economic Growth Division/ International Business Line, and participated on management team to prepare action plans in line with the detailed work plan to implement proposed activities

- Oversaw the "Aqaba Free Zone proposal" development process from kick off through production and delivery
- Participated on proposal team to write the technical proposal targeting \$ 7500,000 from external donor sources
- Provided senior consultancy and top quality advices to business development team on strategic partnership with Jordanian Embassy in Washington DC securing 25 local partners in Jordan

**Planning and Development Collaborative International, Inc. (PADCO)                      2005 - 2006**

U.S. based Economic Development Firm- Washington, D.C. USA

**Program Assistant**

Provided administrative and programmatic support to democratic development programs in the Middle East in the areas of: parliamentary and municipal governance, political party development, civil society development, and conflict mitigation initiatives

- Contributed to program strategy and development; drafted program proposals and reports, including program and political analysis; monitored program budgets; and acted as a liaison with members of the international community, including U.S. government agencies

**Emergency Assistance Program**

**2002-2004**

Initiative funded by the U.S. Agency for International Development (USAID) and administrated by U.S. based ARD Inc. – Israel/ Palestinian Territories

**Operations Manager**

Facilitated smooth program operations through a wide and innovative range of assistance mechanisms to allow flexibility in addressing critical emergency and humanitarian needs including: grants, purchase orders, subcontracts and direct assistance

- Applied best practices in managing assistance in consistent with USAID and ARD regulations
- Assisted in project management that positively impacted 730,799 lives and generated 135,500 working days
- Administered the Request for Qualification process which successfully identified 83 potential NGO partners, exceeding the target by 20%
- Assisted pre-qualified NGOs to secure 71 urgent humanitarian projects valued at \$7,432,148 over a year

**Promoting Industrial Zones and Investment Mobility Project**

**2001-2002**

Initiative funded by the U.S. Agency for International Development (USAID) and administrated by U.S. based The Services Group- Israel/ Palestinian Territories

**Technical Coordinator**

Responsible for enhancing private public partnership through strategic partnership with The Palestinian Industrial Estates and Free Zones Authority (PIEFZA) as a major governmental client, and other private stakeholders.

- Supported re defining PIEFZ' mission through preparing a comprehensive general policy for the establishment and development of industrial estates and industrial free zones enhanced investment climate and private public partnership
- Promoted the Industrial Estates and Free Zones through preparing plans and programs related to the development and growth of industrial estates and free zones. The Zones providing world-class infrastructure with a proximity to Middle East market of 300 million people and EU market of 380 million people

## **EDUCATION & CREDENTIALS**

- **Master of Arts: International Development**, *Graduate School of Public and International Affairs (GSPIA), University of Pittsburgh, Pennsylvania, U.S.A (2005-2007).* ). Major in Program Planning and Management. Minor in 1. NGOs and Civil Society; 2. Human Security
- **Bachelor of Arts : Economics and Business Administration**, BeirZeit University
- **Trained Co-Active Coach** by the *Coaches Training Institute (2010- in Certification)*

## **HONORS AND AWARD**

- CTI Leadership Program (Co-Active Leader, candidate 2012)
- Presidential Scholarship Program award, U.S. Agency for International Development (2005-2007)
- Honors Convocation for exceptional academic achievement, University of Pittsburgh (2006)
- Graduation with great honor (GPA 3.72), University of Pittsburgh (2007)

## **Important Notes**

- *permiso de residencia en España (autorizacion de residencia-traba valido hasta 25-04-2016*
- *Permanent residency in Spain/ authorization of residency and work valid until 25-04-2016*
- *Flexibility to relocate, and to travel overseas as needed*