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### **Core Qualifications**

- Cultural competency
- Report writing and presentation
- Critical thinking and analysis
- PC proficient
- Framework design
- Strong organizational skills
- Statistics and research analysis
- Team building and training

### **Qualification:**

- B.Sc. Of Chemical Engineering (Industrial Units Operation Branch), University of Technology, (2006-2010).
- Certificate in Data Analytics, *She Codes Too* Program (2025)  
Completed an intensive hands-on training in data analysis using Excel, SQL, Power BI, and Python. Built skills in data cleaning, trend analysis, and dashboard creation.  
**Capstone project:** Developed a Banking Alerts System Dashboard to support fraud detection teams by analyzing transactional data and visualizing alert patterns.

### **Work Experiences:**

#### **Project Manager**

#### **EIN Network for Election Monitoring and Democracy**

#### **(Sep 1, 2024 – present) Part-time**

*To lead and support the Democracy and Transparency: Empowering Civic Engagement and Media Freedom Project – Funded by Norwegian People's Aid and the European Union*

- Lead and supervise project implementation and staff to ensure efficient and timely delivery of activities across all governorates of Iraq.
- Serve as the primary point of contact with the donor and project team to ensure effective communication and coordination.
- Oversee compliance with donor regulations and monitor grant agreements in line with NPA and EU requirements.
- Develop and monitor detailed implementation plans in coordination with team members and stakeholders.
- Ensure achievement of program objectives, timely delivery of outputs, and high-quality documentation including weekly plans, monthly, special, and final reports.

#### **Project Manager**

#### **Tammuz Organization for Social Development**

#### **(Feb 1, 2023 – Jul 1, 2024) Part-time**

*To lead and support the Revolution is Female project (Althawra Untha) which is funded by PAX for Peace organization and Ministry of Foreign Affairs of the Netherlands (Women, Peace and Security Partnership Fund)- in Najaf and Thi Qar*

- Managed project implementation, staff, budget, and reporting, ensuring compliance with donor requirements.
- Supervised local visibility and project media officer, ensuring information flow to HQ.
- Managed and liaised with project partners and the donor.
- Supervised data collection and analysis, focusing on qualitative and quantitative aspects of the program.
- Coordinated with the Finance Officer on financial issues and ensured responsible resource management.

**Community Mobilizer****Sorouh for Sustainable Development Foundation****(Oct 5, 2022 – Jan 4, 2023) Full-time**

*Project for Improving access to quality and inclusive education with gender equality for out-of-school children (OOSC) in Babil and Baghdad, Iraq-which is funded by UNESCO*

- Supported project activities to improve access to quality education for out-of-school children in Babil and Baghdad.
- Facilitated communication with project team members, staff, and external stakeholders.
- Supported field activities, including assessments, registration, workshops, awareness campaigns, and monitoring.
- Provided administrative support, including document translation, data entry, and logistical arrangements.

**GBV Case Management Supervisor****Terre des Hommes Italia****(Oct 24, 2021 – May 31, 2022) Full-time**

*Project to Strengthen Family Protection Units (FPU) to be able to effectively deliver GBV services-which is funded by UNICEF*

- Developed detailed activity planning, ensuring protection needs were addressed.
- Supervised FPU members, providing technical guidance to achieve project objectives.
- Monitored case management, ensuring proper follow-up and documentation.
- Contributed to service mapping, supported individual cases, and facilitated case conferences.
- Collected and reported data, ensuring adherence to safety and ethical guidelines.
- Developed and maintained liaison with local government officials and NGOs.

**Case Management Supervisor****War Child UK****(Jan 17, 2021 – Jul 31, 2021) Full-time**

*Comprehensive Support to the Needs of Children in the Context of COVID-19 in Iraq-which is funded by UN Office for the Coordination of Humanitarian Affairs (OCHA)*

- Established a case management system and supervised Child Protection Case Workers.
- Supported case workers in identifying children needing case management and developing case plans.
- Provided case management services to children, facilitated referrals, and followed up with external providers.
- Represented WCUK in the Case Management Task Force and worked closely with community stakeholders.
- Contributed to evaluative reports on the case management component of the project.

**Trauma Rehabilitation and Treatment Center Information Officer****Heartland Alliance International****(May 31, 2020 – Jan 11, 2021) Full-time**

*To support Marla Ruzicka War Victims Fund Program which is funded by the U.S Department of State's Bureau of Democracy, Human Rights and Labor (DRL)*

- Provided initial information to service users and directed them to appropriate specialists.
- Supported the TRTC Coordinator and service providers with case file management.
- Followed SOPs, quality standards, and policies.
- Maintained security procedures and equipment.
- Provided reports, scheduled appointments, and performed clerical duties.

**Senior Monitoring and Evaluation Officer****Orokom Organization for Relief and Development****(September 15, 2019 – December 31, 2019) Full-time**

*To support School Feeding Programme in Al-Kut, which is funded by World Food Programme (WFP)*

- Developed accountability systems for beneficiaries, partners, and donors.
- Strengthened M&E procedures and systems, contributing to proposal writing and quality assurance.
- Designed and implemented M&E frameworks and systems for assigned projects.

- Supported data collection, analysis, and reporting, including baseline studies and research.
- Trained staff on M&E tools and systems to track progress against project objectives.

### **Administrative Assistant**

#### **Sanad for Peacebuilding**

**(February 1, 2019 – September 10, 2019) Full-time**

- Maintained procurement documentation, followed up on the procurement cycle, and archived records.
- Maintained employee information and database, processed leave balances, and archived employee records.
- Handled bookkeeping tasks, maintained the executive calendar, and prepared for meetings.
- Managed document and record management, including attendance sheets, invoices, contracts, and inventory lists.
- Provided general administrative support and generated monthly procurement and HR reports.

### **Programs Assistant**

#### **Sanad for Peacebuilding**

**(August 10, 2018 – January 31, 2019) Full-time**

*Project to support Anbar and Nineveh Communities to Address the Drivers of Violent Extremism, which is funded by the Canadian government*

- Coordinated logistical arrangements for programs in Iraq, including drafting invitations, monitoring RSVPs, and coordinating travel arrangements.
- Supported program staff with event planning and communication efforts.
- Assisted with participant selection, communication, and record management.
- Provided oral/written translation, maintained databases, and assisted with document development.
- Coordinated program meetings and compiled weekly reports.

### **Monitoring and Evaluation Officer**

#### **Family Health International**

**(April 1, 2017 – September 1, 2017) Part-time**

- Revised program operations to ensure program goals and objectives were met.
- Promoted collaboration on M&E events and issues with partner organizations.
- Planned and conducted routine assessments to track, analyze, and report data.
- Analyzed M&E findings, drafted reports, and presented results.
- Engaged with program staff to collect required data and supervised data quality and analysis.
- Assisted with capacity building of program staff and M&E staff.

### **Project Coordinator**

#### **Baghdad Women Association (BWA)**

**(July 21, 2015 – February 28, 2016) Full-time**

*To lead and support the (Tassawi Program) which is funded by FHI360 organization and the U.S Department of State's Bureau of Near Eastern Affairs*

- Coordinated with churches, camps of displaced persons, and relevant authorities.
- Organized project lectures, curriculum, participant and teacher evaluation, and program reporting.
- Monitored project implementation through frequent field visits and performance monitoring.
- Managed financial matters, including salaries, wages, and transportation.
- Managed administrative and logistical arrangements.

### **Certifications and Trainings:**

- Facilitating and Documenting Dialogue Sessions Training with Al-Bayan Center for Studies and Planning
- Digital security training with Front Line Defenders
- Personal security training with Front Line Defenders
- "Campaign Accelerator-(Moblab approach)" Training of Trainers in Iraq from the Innovation for Change(I4C) Middle East and North Africa (MENA) Hub and the Gulf Centre for Human Rights (GCHR).
- Gender Analysis training with PAX for Peace organization.
- Outcome Harvesting training with PAX for Peace organization
- Child Protection Committee (CPC) training from War Child UK.

- Child Protection Information Management System (CPIMS) training from War Child UK.
- Psychological First Aid (PFA) from Johns Hopkins University and Coursera.
- Human Rights - Put the World to Rights! from Equitas
- Management of Anxiety and Psychological Trauma from Arab Reporters for Investigative Journalism (ARIJ) and Edraak.
- Protection from Sexual Exploitation and Abuse (PSEA) from United Nation Population Fund (UNFPA) and NGO Coordination Committee in Iraq (NCCI).
- Workshop on Strengthen the Digital Security of Women and Girls in Baghdad from Global Fund for Women and Baghdad Women Association (BWA)
- Conflict series - 1. What is a conflict? from United Nations Institute for Training and Research (UNITAR)
- Conflict series - 2. Conflict analysis from United Nations Institute for Training and Research (UNITAR)
- Workshop on Validating Standard Operating Procedures (SOPs) for Prevention and Response to Gender Based Violence (GBV) in Humanitarian Settings from United Nations Population Fund (UNFPA).
- Workshop of "Role of Social Media in Peacebuilding & Democracy" from Swedish Institute in Alexandria and Iraqi Social Media Foundation.

### **Skill abilities:**

- Professional use of Microsoft Office including Word, Excel, PowerPoint, and Outlook.
- Strong skills in SQL querying, data cleaning, and dashboard creation using Power BI.
- Practical experience with Python (Pandas, NumPy) for data analysis.
- Experienced in using KoBo and ODK for data collection.
- Strong internet research and reporting skills.

### **Language:**

- Arabic: mother language.
- English: very good (speaking, reading, writing & understanding)
- French: basic (speaking, reading, writing & understanding).
- Kurdish: basic (speaking, reading, writing & understanding).