



Zayneb Dhieb

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Experienced Managing Director with a Master's degree in Finance and Economic Development. Skilled in project management, finance, and team leadership. Strong abilities in working independently and with diverse teams, demonstrating autonomy, and strong organizational skills. Possesses excellent communication and social interaction skills, including fluency in English, French, and Arabic. Demonstrates a commitment to diversity and inclusion, professionalism, integrity, and empathy. Also, a passionate human rights activist and accomplished artist with a background in music and creative writing, bringing a unique and polyvalent perspective to the role.

PROFESSIONAL EXPERIENCE

Managing Director

Aug 2022 - Mar 2023
Gabes - Tunisia

IMSET GABES / Honoris United Universities

- Developed and implemented strategic plans to expand the institute's reach and impact, resulting in a 25% increase in enrollment and a 30% increase in revenue.
- Successfully managed and led the operations of the institute, overseeing the delivery of training programs to over 200 students annually.
- Built and maintained a high-performance culture, attracting and retaining top talent and ensuring the delivery of high-quality training programs.
- Successfully developed and executed partnership strategies, resulting in the signing of more than 20 partnership contracts with key external stakeholders. These partnerships expanded business opportunities and drove revenue growth.
- Fostered strong relationships with external stakeholders, including government agencies and industry associations, to develop partnerships and secure funding for the institute's programs.
- Led cross-functional teams to achieve business objectives and drive collaboration across the organization.
- Developed and managed budgets, ensuring effective resource allocation and financial sustainability.
- Utilized advanced proficiency in Microsoft Dynamics NAV ERP to streamline financial and operational processes, resulting in increased efficiency and cost savings for the institute.

Head of Internships and Ecosystem Department

Nov 2021 - Jul 2022
Gabes - Tunisia

IMSET GABES / Honoris United Universities

- Developed and managed the institute's internship program, successfully placing over 200 students in internships with top companies in the industry.
- Served as the Employability Advisor for the institute, providing guidance and support to students and alumni on career development, job search strategies, and professional skills.
- Collaborated closely with the Honoris Career Center to develop and implement career development programs, including webinars, workshops, and events, to enhance the employability of students and alumni.
- Organized and facilitated numerous webinars, workshops, and events on various topics related to employability, such as resume writing, interview skills, networking, and job search strategies, reaching over 500 students and alumni.
- Built and maintained strong relationships with industry partners to provide students and alumni with access to internship and job opportunities.
- Conducted regular assessments of the career development programs to evaluate their effectiveness and impact, implementing improvements to increase their value and relevance.
- Represented the institute and the Honoris Career Center at external events and conferences, building the institute's and the center's reputation and expanding their network of partners and supporters.

Fully Remote PR & Communications Lead**Oct 2021 - Jan 2022****The School of Travel****Amman - Jordan**

- Developed and executed the company's PR and communications strategy, successfully increasing brand awareness and engagement among target audiences.
- Created compelling content, including press releases, blog posts, and social media posts, to promote the company's mission and values, reaching over 10,000 followers across multiple platforms.
- Managed media relations and secured coverage in leading industry publications, enhancing the company's reputation and credibility.
- Built and maintained strong relationships with key influencers and partners, including travel bloggers and local tourism organizations, to expand the company's reach and impact.
- Organized and executed successful virtual events, such as webinars and panel discussions, to engage with the company's community and promote its offerings.
- Conducted regular analysis and reporting on PR and communications metrics, using data to optimize strategies and tactics for greater impact.

Manager at Center for Democracy, Citizenship, and Development CD2 Sfax**Jul 2020 - Aug 2021****Hanns Seidel Foundation****Sfax - Tunisia**

- Led the implementation of the project, managing a team of staff and consultants to achieve its objectives and deliver high-quality results.
- Strengthened the capacities of civil society organizations and municipalities through targeted training, coaching, and technical assistance, improving their ability to advocate for citizens' rights and deliver services to communities.
- Mobilized financial resources to support project activities, successfully securing funding from multiple sources and ensuring their effective and efficient use.
- Established and maintained strong partnerships with key stakeholders, including government officials, civil society organizations, and community members, to build support and promote collaboration.
- Conducted regular monitoring and evaluation of project activities and results, using data to inform decision-making and improve project performance.
- Developed and implemented effective communication and outreach strategies to promote project activities and achievements to a wide range of audiences.

Project Manager**Mar 2019 - Jun 2020****DANSEURS CITOYENS SUD****Sfax, Gabes, Medenine, Tataouine - Tunisia**

- Managed and oversaw various projects for DANSEURS CITOYENS SUD, totaling \$132,000 in funding and benefiting over 400 individuals in the regions of Sfax, Gabes, Medenine, and Tataouine.
- Successfully supervised the implementation of the Youth Tounsi project (01/2020 - 06/2020), funded by Fondation de France, which focused on mentoring and coaching young talents from marginalized areas of Gabes in the performing arts.
- Led the implementation of the C'ART project (04/2019 - 12/2020), funded by MRG, DAMJ and the EU, which aimed at providing legal and psychological support for sub-Saharan victims of racial discrimination in Tunisia. Through the Points Anti-Discrimination (PAD) project of Minority Rights Group MRG, we collected and analyzed 285 cases of racial discrimination between January and December 2020 in the four regions of Tunisia.
- Successfully managed the WE ARE TUNISIA project (03/2019 - 10/2019), which was funded by IRI and USAID, and focused on promoting marginalized citizens' participation in the political, legislative, and governance process in over 12 delegations in 4 regions.
- Oversaw the successful implementation of the NEXT GENERATION project (10/2018 - 07/2019), funded by the UNDP, the Kingdom of Norway and the Korean agency for international cooperation, which aimed at supporting the implementation of the vision sectoral youth in second generation youth centers.

Administrative and Financial Assistant**Feb 2018 - Jan 2019****CEED TUNISIA****Tunis, Gabes, Medenine, Tataouine - Tunisia**

- Designed and implemented comprehensive training programs for startup entrepreneurs, both in-person and online, resulting in a 98% participant satisfaction rate
- Coordinated and conducted research, compiled reports, and conducted lessons learned studies to identify opportunities for program improvement and inform decision-making processes
- Facilitated regular partner and grantee meetings, workshops, and training sessions, providing support to participants and ensuring that program objectives were met on time and on budget
- Arranged travel and accommodation for program staff and visiting stakeholders, ensuring that all logistical arrangements were made in a timely and efficient manner
- Developed comprehensive project contact lists for reporting and mailing purposes, ensuring that all stakeholders were kept informed about program developments and achievements.

EDUCATION

ISAAS SFAX

Master's degree in Finance and Economic Development (Research)

Jun 2020

IHEC SFAX

Bachelor's degree in Management

Jun 2015

Bourguiba Institute of Modern Languages (IBLV)

Graduate Certificate in English Language

Jun 2015

VOLUNTEER EXPERIENCE

- Successfully managed ecosystem partner programs at No Name Artistic Studio Lab, resulting in increased participation and engagement.
- Contributed to the establishment and growth of DCS - DANSEURS CITOYENS SUD Association as the current General Secretary.
- Successfully organized and managed multiple events as the Events Manager for No Name Artistic Studio Lab at DCS - DANSEURS CITOYENS SUD Association.
- Co-founded and presided over Move-art international network in the MENA region, promoting cultural exchange and collaboration.
- Actively participated as a member of WOMEN'S DEMOCRACY NETWORK, a global organization promoting women's rights and participation in politics.
- Co-founded and served as President of OUACHMA ASSOCIATION, contributing to the development of marginalized communities in Tunisia.
- Co-founded and participated as a member of U40 ARABESQUE NETWORK - UNESCO, promoting cultural diversity and intercultural dialogue.
- Trained and participated as a member of THE TUNISIAN LEAGUE OF HUMAN RIGHTS, advocating for human rights and justice.
- Actively contributed as VP External Relations & Volunteer Fundraiser for AIESEC SFAX, a student-run organization promoting youth leadership and cultural exchange.

TRAINING

- Artistic residency about "Children Theater" in Jordan _ MEDEARTS - The City Artists Network| 10/2021
- Editing, steering, administrative and accounting management of projects _ FOUNDATION OF France - Lab'ess| 2020
- Promote the economic empowerment of women through governance _ Arab Women's Leadership Institute | 2019
- Management of cultural events in public spaces _ Al Badil - Alternative Culturelle ASSOCIATION| 2019
- The financial execution methods of associative projects _ UNDP Tunisia | 2019
- The identification, discussion, monitoring and analysis of discrimination cases _ MINORITY RIGHTS GROUP IN PARTNERSHIP WITH DAMJ | 2019
- Alternative economy training program for civil society, political parties and journalists _ ROSA LUXEMBURG STIFTUNG - NORTH AFRICA_ NEFHMOU L'ECO| 2018
- Business entrepreneurship, social innovation, management and communication _ UNLEASH TUNISIA VENTURE BUS YOUNG LEADERS ENTREPRENEURS | 2017
- Training on advocacy techniques _ The National Endowment for Democracy (NED), in partnership with Sawty and WES | 2016
- Business model canvas, pitching techniques, marketing and branding for young entrepreneurs _ COGITE COWORKING SPACE_DJERBA CO-WORKING CAMP| 2015
- TOT in election observation _ THE ARAB INSTITUTE OF HUMAN RIGHTS| 2014

ACCOMPLISHMENT

- Finalist in the slam the corrupt competition hosted by the I WATCH organization in 2018 and 2019
- Moderated seminars on internships and employability, preventing violent extremism, and promoting gender equality in 2019
- Moderated events for organizations such as IMSET Gabes, BIL Sfax Sakiet Ez Zit, and IHEC Sfax in 2017 and 2019
- Invited as a speaker at the "We Speak Gender Equality" event hosted by AIESEC Thyna in 2017
- Served as MC at the Jam Session 2015 event hosted by the Urban Culture Association.

KEY COMPETENCIES

Entrepreneurial spirit	Agile leadership	Cross-functional collaboration and	P&L Management
Interpersonal skills	Communication	teamwork	Client relationships
Operations management	Strategic planning	Time management and prioritization	Analytical and problem-solving skills