

Eva Dbouk El-Dirany

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Objective: My objective is to leverage my 19+ years professional experience in the fields of non- profit management in a growing organization that offers self-enhancement and personnel advancement in a rewarding professional and social environment.

Personal Information

Sex: Female

Social Status: Married – two kids

Nationality: Lebanese

Spouse: Iyad El-Dirany

Date of Birth: 4/09/1978

Address: Dohet Aaramoun -Sahel Street- Bahri Bldg-1st floor

Education

1995 – 2000 Bachelor's degree in Public Relations & Advertising Campaigns /Faculty of Journalism & Documentation –Lebanese University

development and humanitarian field from Lebanese American University- LAU

19 October 2018- 20 February 2019 Certificate in gender mainstreaming in

13 February 2018- 28 August 2019 Diploma in NGO management from Lebanese American University- LAU

Trainings

- 6 professional training courses with reputable training centers in Lebanon.
- CAPM intensive training, and PMP introductory training.
- Three training workshops on proposals and reporting writing with: USAID; Kvinna til Kvinna & Lebanese American University

- Training workshop by Lebanon Support on structuring the organigramme (organizational chart)
- Training on gender mainstreaming (strengthening women's engagement in local development)- USAID

Business Experience

2014- Present

Fundraising consultant and freelance proposals writer

Some types of proposals that I have prepared: USAID under Baladi program, US embassy, MEPI, EU, and UAE Embassy, UN women and others.

- Justice Without Frontiers- JWF (6-years project report document, and strategic plan for five years)

March-May 2017

Fundraising and proposals consultant for three months with Farah Social Foundation.

I prepared the profile for the organization, and drafted a strategic plan, action plan, needs assessment concept note and tool, plus set of projects proposals under the agreed scope of work which included: elderly people, children with disabilities, health services and others.

April 2020- Present

Programs Manager @ Lebanese Observatory for Workers & Employees Rights- LOWER

Communication tools including profile, annual reports, concept notes and proposals for donors, projects' implementation, reporting, action planning, strategic planning, team management, procurement, etc

March 2017- March 2020

Executive director and programs manager for Delta Lebanese Association for Development, Education and Training.

Strategic plan, Communication tools including profile, annual reports, concept notes and proposals for donors, projects' implementation, staff management, volunteers' outreach, and management etc..

July 2014- January 2017

Fundraising and Proposals officer/ The Lebanese Women Democratic Gathering-RDFL

Project proposals, and development of programs' concepts, communication with donors & reporting.

February 2000 - June 2013

For 13 years I held different positions at Al-Iktissad Wal-Aamal Group that collected between: Sales Executive, Coordinator of Sales Department, Project Coordinator at the Conferences Department, and finally Marketing Officer.

With Al-Iktissad Wal-Aamal I had the chance to handle large projects with minimum support; this added to my experience additional communication, writing, planning, and execution skills that enabled me to coordinate large projects with several external & internal bodies.

Languages and Computer Skills

Languages	Reading	Writing	Speaking
Arabic	Excellent	Excellent	Excellent
English	Excellent	Very Good	Very Good

Computer Skills

Microsoft office (Word, Excel, Power point), Search for information and data (reli resources)
plus all applications related to my field of work
and social media mainly FB, Instagram, and LinkedIn

Skills

- ✓ Vast experience in all aspects involved in events and conferences' management
 - ✓ Experience in managing and marketing a high-end luxurious service targeted for elite clients
 - ✓ Marketing Communications
 - ✓ Managing sales portfolios
 - ✓ Distinguished organizational and communicational skills
 - ✓ Negotiation & PR.
 - ✓ Experience in handling, achieving, and maintaining high-profile clients' satisfaction
 - ✓ Capability of constructing long and short-term plans in strategic manner
 - ✓ Coordination for all aspects of a project and team members
 - ✓ Multitasked
 - ✓ Critical and strategic thinking
 - ✓ Human rights & gender background and approach (women, youth, children, and people with disabilities)
 - ✓ Programs development & proposal writing with advanced technical standards
 - ✓ Reporting at impact level
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