



RANEM OUTABASHI

Highly organized and efficient Project Manager with 5+ years of experience in leading cross-functional teams and delivering successful projects on time and within budget. Strong background in communication and relationship building, with a track record of effectively communicating project goals and progress to stakeholders at all levels.

EDUCATION

- Master of Arts - Hanze University of Applied Science Major in International Communication (2021 - 2023)
- Bachelor of Arts - The International University of Beirut Major in Communication (2018 - 2020)
- CAPM Certificate

CONTACT



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LANGUAGES

- Arabic (Native Language)
- English (Professional)
- French (Intermediate)
- Dutch (Intermediate)
- German (Beginner)

PROFILE

Energetic, organised, and passionate project manager with International Communication experience. I am a problem solver, goal-oriented, and a coordinator who can creatively provide solutions.

WORK EXPERIENCE

Corporate Communication Intern (09-2022 - 02-2023)

Unilever Food Solutions B2B - Rotterdam, The Netherlands

- Developed and implemented communication strategies: created a plan for communicating with different audiences (e.g. employees, investors, customers, the media) and determined the most effective ways to reach them.
- Communicated with internal stakeholders: developed internal communications plans and materials, (newsletters, intranet content, and presentations)
- Managed brand: created a consistent image and message for the company across all communication channels, and worked to maintain the company's reputation and brand.
- Managed digital communication: managed the company's online presence through social media (10% Instagram growth), website content, and other digital channels, briefed and followed up with creative agencies.
- Managed events: planned, organized, and oversaw events such as product launches and activations.

Regional Programs Officer (06-2021 until 08-2021)

JRS - Non-governmental Organization - Beirut, Lebanon

- supported the Country Director in the planning, delivery, and review of JRS projects (+15 projects) within the region in coordination with the Regional Director and provided capacity building (+10 Millions USD Projects);
- Reviewed and submitted projects proposals, budgets, and reports; Managed relations with partners, donors agencies and all relative stakeholders;
- Monitored programmes finances and coordinated with different departments; Developed annual plan, budget and strategy.

Programmes Coordinator (05-2020 until 05-2021)

URDA - Non-governmental Organization - Beirut, Lebanon

- supervised a protection team (7-8 members) and successfully managed ongoing projects in the areas of child protection, legal protection, and gender-based violence (+7 Million UDS projects).
- Supported upper management and worked on cross-functional tasks; Reviewed projects details to ensure compliance with quality standards;
- Managed the projects risk

Project Manager (03-2019 until 04-2020)

Athar for Development - Non-governmental Organization - Beirut, Lebanon

- Created and oversaw the projects, budgets, and the projects' KPIs according to the monitoring and evaluation plans;
- Managed remotely roll-out of all the projects according to schedule, plan, and budget;
- Acted as the focal point for donors and provide them with detailed monthly reports;
- Ensured the project implementation complies with the needed policies;
- Prepared necessary presentation materials for meetings related to the project implementation;
- Wrote concept notes, proposals and prepared budgets.

Project Coordinator (06-2017 until 02-2019)

Fajer for Development - Non-governmental Organization - Beirut, Lebanon

- Wrote and executed project proposals with a total budget of USD 500 000;
- Liaised and coordinated with national agencies and partnering international NGOs through e-mail, Skype and face to face meetings;
- Updated policies under the supervision of the grant officer;
- Led compliance with international Standard Operating Procedures;
- Monitored and evaluated 6 programmes;
- Managed remotely teams of 30 volunteers and 5 on-site staff.

SKILL

- SEO, Google Analytics, and MS Office
- Social media strategy and Stakeholders Management
- Marketing (Mailchimp, Canva, Adobe) and Copywriting
- Web content development
- Research and agile project management (Microsoft Project and DevOps)