

HUMAN CAPITAL STRATEGIST | HUMANITARIAN COORDINATOR | ASSERTIVE LEADERSHIP

Revitalized And Accelerated Growth Through Comprehensive Strategic Planning, Organizational Leadership, And Best-In-Class Human Capital Operations, Participation, And Donations Centered On Program Efficiency.

A solution-focused, growth-driven, and dynamic program management career building, operating and managing multimillion-dollar fundraising, scientific grants, and fellowship portfolios. offering 15+ years of progressive experience in people-centered human resource engagements, leading a 110 staff strength on a \$30 million budget while promoting employee wellness, including strategic training, mentoring, and educational opportunities, to achieve performance goals and organizational effectiveness throughout the Middle East. Proven track record of successfully implementing best operational practices that improve efficiency, reduce operating costs, and increase performance while working within tight schedules and budgets.

CORE EXECUTIVE VALUE

KEY PROFESSIONAL STRENGTHS:

- Program Monitoring & Evaluation
- Research & Data Management
- Nonprofits/Charities Fundraising, Donor Sourcing
- Employee Training & Development
- Tactical Budgets & Strategic Direction
- Revenue, Profit Growth, And Cost Controls
- Operational Management And Financial Oversight
- Employee Relations, Engagement, & Governing Law
- Multicultural & Ethnic Awareness
- Grant Writing, Contingency Plans
- Data-Driven Discussions

MANAGEMENT & COMMUNICATIONS SKILLS:

- Strategic Planning & Execution
- Negotiation & Influencing
- Workforce planning
- Restructuring & Change Management
- Strategic Partnerships & Relationship Management
- Performance Monitoring & Optimization
- Cross-Functional Leadership
- Cross-cultural Communication
- High Impact Presentation Delivery
- Program/Project Process Redesign
- Customer Service-Oriented

KEY CAREER HIGHLIGHTS

- Spearheaded a diverse senior role encompassing strategic leadership and strategic planning, including training of personnel, evaluating employees' work abilities, mitigating staff differences and shortages, as well as providing resources for day-to-day operations.
- Led comprehensive organizational transformation programs that improved internal controls, streamlined information flow, clarified individual and function roles and responsibilities, and increased operational excellence and performance against internal time, quality, and cost metrics.
- Simplified the process of American Near East Refugee Aid's Medical Donation Program by centralizing the program in all regions and designing an efficient hierarchy structure and accountability in collaboration with the global team.
- Spurred growth in monetary support for American Near East Refugee Aid from \$40 million to \$90 million by cultivating strong relationships with donors, communicating regularly, planning and executing trips, and accompanying new and existing donors on on-site visits.
- Championed the Robin Copeland Memorial Fellowship for CRDF Global. Using an international network portfolio, we were able to secure the participation of seven female scientists from Egypt, Iraq, Pakistan, and Indonesia in a year-long nonproliferation fellowship program.
- Managed research grants and contributed to the publication of research results that were used by scientists for the US Department of State.
- Driven by an intense desire to connect with an organization's best assets—its people—and use servant-style leadership to motivate individuals and teams to excel. A 5-year record of leadership in improving over 30 clients' self-development hiccups as a coach certified by Proctor Gallagher Institute.

- Published a best-selling book on Amazon, "My Millennials," which was used to mentor and shape over 40 youths on career and life progression.

CAREER HISTORY & MILESTONES

AMERICAN NEAR EAST REFUGEE AID – Washington, D.C.

Director of Medical Donations

2017 – Present

Spearheaded strategic planning and critical decision-making for 15 regional and local employees on program activities for the In-Kind Program. Managed a medical donation program with supplies worth \$55 million per year.

- Provided vision, leadership, and strategic direction for 30 donor agencies in the US and abroad while driving performance management strategy and program activities to support big-picture goals.
- Provided clarity and direction to a diverse set of stakeholders and drove progress by streamlining procedures, organizing information, and simplifying relationships for operational efficiency, which increased in-kind donation values from \$40 million to \$90 million in seven years.
- Led executive program progress updates, monitoring, and evaluation of the Medical Donation program through regional visits twice a year, resulting in improved analysis, reporting, and planning capabilities.
- Prioritized accuracy and efficiency in program planning, performance measurement, results evaluation, and emergency response plans for refugee influx and COVID-19 response.
- Employed a suite of communication skills in presenting program impact and success stories to the Board of Directors 4 times a year.
- Performed efficient inventory and resource management, including meticulous attention to detail in receiving and coordinating inventory shipments through the creation of an inventory database system in collaboration with contractors.

Program Manager

2015 – 2017

Provided incisive leadership to a dynamic team of six regional employees in the delivery of programs for the In-Kind Program. Managed over 10 donor agencies in the US and abroad, including raising donations and reporting.

- Managed the logistics of \$40 million in medical and non-medical supplies shipments per year.
- Blended creative vision with technical expertise in tracking shipment progress, conducting management analysis, and constructing external reports for donors and partner agencies for smooth operations.

CRDF GLOBAL – Arlington, VA

Acting Program Manager/Project Manager

2012 – 2015

Drove growth and championed change while managing a \$1.5 million budget for research and travel grants designed for female scientists from the MENA region in support of the US Department of State and Energy Programs. Managed a team of five interns and five program assistants with a proven track record of operational excellence.

- Promoted from Program Assistant to Acting Program Manager/Project Manager, directing 60 workshops, conferences, and technical training throughout the Middle East and North Africa region.
- Successfully coordinated seven chemical, biological, and safety conferences and workshops in Jordan and Iraq.
- Maintained a 99% productivity rate while overseeing all aspects of the projects, from planning to flawless execution and completion.
- Translated and edited Arabic documents for events and projects in the Middle East.

EARLIER CAREER ENGAGEMENTS

- **Volunteer Coordinator** – Ombudsman Services Of San Mateo County, San Mateo, CA | 2007 – February 2008