



Marybelle Cherfan

● WORK EXPERIENCE

01/12/2020 – CURRENT Pisa, Italy

PROGRAMME COORDINATOR - MASTER PROGRAMME IN ELECTORAL POLICY AND ADMINISTRATION (SSA & UNITAR) SCUOLA SUPERIORE SANT'ANNA

1. Supporting the development and implementation of the programme (available in English, Arabic, French and Portuguese) and its activities in cooperation with the UN Institute for training and research
2. Supporting the programme Director in the administration of the programme and coordinating with the administrative offices at the university
3. Liaising with candidates, students, authors, experts, and alumni as well as current and foreseen collaborators and other relevant stakeholders (International Idea, ECES, Italian MOFA, Tipik, Embassies and so forth) and preparing relevant documents, Excel sheets, Reports, Memoranda of Understanding and Promotions materials (such as Catalogues or PPPTs for conferences)
4. Ensuring that the effective enrolment of participants is done quickly and thoroughly and that students are familiar with the programme (by creating tutorials/user guidelines)
5. Assisting students partaking in the MEPA programme, monitoring their attendance and performance
6. Evaluating participants' feedback and acting on it when it is possible (making feedback videos to share with interested candidates).
7. Assisting in the preparation of tender documents, brochures, guidelines and recording meeting minutes
8. Identifying new cooperation opportunities for the master programme to ensure that the latter can be more impactful (Human Rights programmes, Scholarship Donors, Target Audience for electoral capacity building programmes and so forth)
9. Identifying New Experts that might be interested in joining the MEPA Webinar Series Speakers List and contacting them
10. Providing Insights on ways to update the digital courses and Webinar Series, partaking in the above-mentioned procedures where possible and overseeing the latter
11. Monitoring MEPA Social Media Accounts (FB, Instagram, Twitter, LinkedIn, and YouTube) and promoting MEPA activities
12. Selecting Target Participants for different pre-established Electoral Assistance Activities

01/07/2020 – 01/12/2020 Pisa, Italy

FACILITATOR (ARABIC, FRENCH & ENGLISH) - MASTERS IN ELECTORAL POLICY AND ADMINISTRATION SCUOLA SANT'ANNA

1. Assessed students' assignments and provided constructive feedback (emphasizing any gaps/mistakes and explaining how to remedy the latter)
2. Answered queries related to the modules' content or the corresponding assignments
3. Interacted with Students on the Forum (fuelling debates, responding to unanswered comments, encouraging students to have a deeper reflection on the topic by asking more questions)
4. Translated sections of the Programme Modules (from En to Ar)
5. Managed Modules' content on multiple platforms, namely Moodle and Rise 360 and updated the latter to increase curriculum alignment and coherence between all the programme's modules and different linguistic versions
6. Revised modules, archives, and materials to ensure that they are up-to-date and easily accessible

01/05/2020 – 30/08/2020 Italy

COORDINATOR & HEAD TRAINER EDUMIGRANT

- Designed and Improved Learning Curriculum (by revising old courses & designing/including new courses)
- Identified and liaised with expert facilitators that can deliver/improve course materials
- Delivered Training on Human Rights, Gender Equality, Conflict Management and Violence Prevention

- Designed a Cross-platform Communication Strategy
- Delivered Computer & Linguistic courses

02/01/2015 – 14/01/2020 Beirut, Lebanon

TRAINER & LMS COORDINATOR GENERAL SECURITY - GOVERNMENTAL AGENCY

- Implemented Scenario-based learning to deliver customized context-contingent Training in Human Rights and Gender-responsive Border Management
- Trained a series of diverse governmental agencies and military institutions (Lebanese Armed Forces, Internal Security Forces, and General Security) in the areas of Human Rights, Border Management and Gender Studies (in Arabic, French and English)
- Designed a cross-platform content strategy and translated the Arabic content on the official website to French and English
- Translated official Documents pertaining to Border Management Procedures, Visa Procedures and other GS Processes
- Designed a customized user-oriented strategy to improve GS's online presence (access & efficiency)
- Provided hands-on training and tutorials in the use of Excel, Word, PowerPoint, Outlook, Access and Social media marketing to military and paramilitary personnel and executive officers
- Designed and implemented an online Module of the aforementioned courses via Moodle

2015 – CURRENT

FREELANCER (TRAINER / INSTRUCTIONAL DESIGNER / TRANSLATOR)

- Trained in Human Rights, Conflict Management, Gender Equality and so forth
- Raised Awareness on Internally Displaced Persons, Refugees, Stateless persons and Migrants
- Drafted Minutes for European Commission Meetings (Tipik Events)
- Translated Guidelines for electoral assistance to AU member states
- Translated Online Courses
- Digitalized Offline Training Courses (via an authoring tool such as Rise 360) and Migrated the digitalized courses to an LMS platform (such as Moodle), adding corresponding conditions for course completion and corresponding badges/assignments
- Enrolled participants in courses & reviewed students' performance

20/05/2019 – 05/01/2020 Lebanon

LECTURER IN BUSINESS STATISTICS USING EXCEL SAINT JOSEPH UNIVERSITY - HIGHER INSTITUTE FOR INSURANCE SCIENCES

- Developed a customized module for statistics via Excel in cooperation with Marketing Research Professor
- Planned and implemented lessons and assignments
- Reviewed Students' performance and provided Constructive Feedback

10/05/2017 – 01/10/2018 Paris (Remote), France

DATA ENTRY ANALYST KEEWARD - DIGITAL MARKETING COMPANY

- Uploaded content manually and automatically on WordPress / Fb Market
- Filtered data and identified trends or patterns in complex data sets
- Analysed data sets and identified any corresponding errors/gaps
- Orienting pages and data sets to ensure Search Engine Optimization

01/01/2015 – 25/09/2019 Lebanon

ACADEMIC TUTOR TUTORING CENTER

- Implemented learning modules adequate to the educational needs and competencies of individual students or groups of students.
- Trained in Human Rights, Sociology and Economics
- Designed & delivered customized Microsoft Training sessions on Excel, PowerPoint, Word and Access
- Tutored Students in English and French

- Researched and analysed background information for different cases
- Conducted administrative work such as filing, reporting, meeting minutes and data entry

● **EDUCATION AND TRAINING**

15/01/2020 – 13/05/2021 Pisa, Italy

MASTER IN HUMAN RIGHTS AND CONFLICT MANAGEMENT Scuola Superiore Sant'Anna

- Courses included: International Law, Conflict Studies, Disaster Law, Human Rights Field Operations, Peace Keeping Operations, International Project Development, Accounting for Missing Migrants and First Aid

Address Pisa, Italy |

Website <https://www.santannapisa.it/it/formazione/master-human-rights-and-conflict-management> |

Final grade Thesis Grade: 95/100 |

Thesis Electoral Integrity in the Digital Age: ICTs as a Double-Edged Sword in the Pre-Electoral Phase

01/2019 – 01/2020 Lebanon

TRAINING OF TRAINERS IN BORDER MANAGEMENT AND HUMAN RIGHTS International Centre for Migration Policy Development

The Swiss support to Integrated Border Management devised the programme and provided it to government agencies and military agencies.

The main Objectives included:

- Raising awareness on the various concepts of Gender Equality and Human Rights with a focus on Border Management
- Promoting Lebanese security agencies' awareness of and reactivity to Trafficking in Human Beings (THB)
- Addressing the needs of Migrants in Vulnerable Situations and potential victims of THB
- Promoting a Gender and Human Rights lens pertaining to the design and implementation of Border Management and related services

Address Lebanon | **Website** <https://www.icmpd.org/home/>

14/09/2016 – 25/07/2017 Mathaf, Lebanon

MASTERS IN DIGITAL ECONOMY AND WEBSOURCE Saint-Joseph University

Valedictorian

- Courses included: Econometrics, Network Economy, Advanced Digital Economy, Financial Planning, International Finance, Leadership and Communication, Digital Technologies, Social Media, Web Business Models, Digital Law, ICT and Economic Change, Research Methodology and Harvard Referencing System

Address Mathaf, Lebanon | **Website** <https://usj.edu.lb/fse/matieres.php?id=17915&code=012ENAPM2> |

Final grade Semester Average: 16.94; Thesis Grade: 17/20 |

Thesis CONTEXT-CONTINGENT E-GOVERNMENT ROADMAP: A Case Study of a Governmental Agency in Lebanon

- Courses included: Macroeconomy, Civil Law, Marketing, Accounting, Statistics, Management, Human Resources and Industrial Economy

Address France |

Website <https://www.montpellier-management.fr/liste-des-formations/licence-administration-economique-sociale/>

● **LANGUAGE SKILLS**

Mother tongue(s): **ARABIC** | **FRENCH**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
GERMAN	B1	A2	A1	A1	A1
ITALIAN	B1	B1	B1	B1	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft office(WordExcel Powerpoint Outlook) | Social Media Management (Social Ads) | operating system (Windows & Macintosh) | Web Design(WordPress, Wix) | Rise 360 | Articulate Rise | Moodle learning platform | Adobe Photoshop 2018 | iMovie for photography and videography

● **ADDITIONAL INFORMATION**

CERTIFICATIONS

Certifications

- CSIRT / IT Governance
- Social Media Management
- Microsoft Office Specialist in Word, Powerpoint, Access, and Excel
- Cybersecurity Awareness
- Interdisciplinary Training of Trainers and delivery of training sessions on Managing Migration (Protection of Vulnerable Migrants)

PERSONAL DATA

Consent

I hereby authorize the use of my personal data in accordance to the GDPR 679/16 - "European regulation on the protection of personal data".