

Carole STEPHAN

Born on May 10th, 1978

Lebanese

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PROFESSIONAL EXPERIENCE

<i>2016- Present</i>	Caritas Lebanon Sin El Fil – Lebanon	UNICEF Programs Manager CASH Pilot Program Education Program
<i>2004- Present</i>	Technical Enterprises Co. Zouk Mosbeh – Lebanon	EUROPEAID Projects Manager (Project-based)

EDUCATION

-	Walden University Baltimore – USA	PhD in Public Policy & Administration Health Services
<i>November 2014</i>	University of Cumbria United Kingdom	M.B.A. in Leadership & Sustainability
<i>April 2014</i>	British Standards Institution United Kingdom	Lead Auditor OH&S Management Systems
<i>June 2004</i>	Université Libre de Bruxelles Brussels – Belgium	Master in Health Sciences

LANGUAGES

- *Arabic* Mother tongue
- *French* Mother tongue
- *English* Excellent

AFFILIATIONS & MEMBERSHIPS

- Project Management Institute (PMI), USA
- European Group of Public Administration (EGPA), Europe (Headquarters: Belgium)
- American Society of Public Administration (ASPA), USA
- Union des Anciens Etudiants (UAE) de l'ULB, Belgium

RELEVANT SKILLS

- Program development, planning, management, implementation, monitoring, and evaluation
- IT: CRM, SharePoint, Microsoft Office, SPSS, PASW, Statistica, Microsoft Office, Outlook, etc.
- Outstanding interpersonal and communication skills
- Proven strong ability to perform well under stress, with short and overlapping deadlines, in a multicultural team
- Employee recruitment and management, capacity building, teamwork, etc.
- Reporting, coordination, representation, visibility, and accountability

SEMINARS/WORKSHOPS ATTENDED

30/05/2017	Blanchard Leadership Solutions – Lebanon	One Minute Manager
28/12/2012	Walden University Baltimore – USA	Managing conflict in the workplace
26/12/2012	Walden University Baltimore – USA	Managing stress by managing time
28/08/2012	Walden University	Growing in professional organization
17/07/2012	Walden University Baltimore – USA	Stress: the insidious leveler of good unsuspected people
02/06/2011 - 12/06/2011	Walden University Paris – France	Orientation, professional identity, team building, and professional development activities

CONGRESSES/CONFERENCES ATTENDED

22/08/2016 - 26/08/2016	Utrecht The Netherlands	2016 Annual Conference of the EGPA (European Group of Public Administration)
24/08/2015 - 28/08/2015	Toulouse France	2016 Annual Conference of the EGPA (European Group of Public Administration)
08/09/2014 - 12/09/2014	Speyer Germany	2014 Annual Conference of the EGPA (European Group of Public Administration)
09/09/2013 - 13/09/2013	Edinburgh United Kingdom	2013 Annual Conference of the EGPA (European Group of Public Administration)
03/09/2012 - 08/09/2012	Bergen Norway	2012 Annual Conference of the EGPA (European Group of Public Administration)
23- 24/05/2012	Poliforum León Guanajuato – Mexico	World Innovation Forum: “provoke change, shape the future” (World of Business Ideas)
07/09/2011 - 10/09/2011	Bucharest Romania	2011 Annual Conference of the EGPA (European Group of Public Administration)
27/10/2010	Walden University Baltimore – USA	Social Change Conference 2010 Volunteerism: Encouraging Individuals to Effect Societal Change