

RAMZI WALIF HAGE

CURRICULUM VITAE

RAMZI WALIF HAGE

Broumana, Lebanon

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DATE OF BIRTH: 4 OCT. 1979

MARITAL STATUS: MARRIED

NATIONALITY: LEBANESE

EDUCATION

1. Masters in Public Administration Notre Dame University, Louaize, Lebanon.
2. Bachelor of Arts in Public Administration. Notre Dame University, Louaize, Lebanon.
3. Holder of Lebanese Baccaalaureate, Part II, Philosophy Section.

WORK EXPERIENCE

January 2007 – Present.

Regional Program Manager: Catholic Relief Service (CRS)

- Currently managing a regional capacity building program in Lebanon, Tunisia, Algeria and Cyprus to build the Capacities of more than 120 local NGO's.
- Being the key contact person between HQ and the local partners/field managers.
- Working with local partners in the field in order to resolve concerns, react to questions and challenges that they may confront and ensure that Project implementation is progressing towards the achievement of Project objectives.
- Strengthening and developing local partner **capacities**.
- Providing technical Support to issues related to **capacity building**, project and financial management in addition to USG Regulations.
- Worked on a daily basis with **more than 150** local NGO to assure that the implementation plan is up-to-date.
- Supervised a team of five full time staff.
- Improving management quality and helping in capacity building issues by providing technical support on (Monitoring and evaluation, Project Planning, Human resources, fundraising and networking, Managing Activities etc....).
- Reviewing the partners' monthly reports to ensure accuracy of information and data.
- Contributing to the development of new training tools and assisting local partners.
- Organizing & contributing in trainings and coaching for partners.
- Supporting Caritas Lebanon and Caritas Lebanon Migrant Center on different managerial and financial capacities and simulations in assistance on Iraqi Refugees.
- Supporting Iraqi NGO's on financial and managerial components through tailored capacity building sessions.
- Drafting and building new partnership tools Nairobi, Kenya summer 2010.
- Emergency capacity building trainings for several local Lebanese NGO's.
- Speaker at the USAID institutional strengthening conference, Washington DC, August 2012

September 2012 – Present.

Professor at La Sagesse University: Teaching Masters Students

- Giving master courses on How to manage capacity building projects, project management, relationship management and NGO management, Human Recourses and Proposal Writing.

May 2010 – Present.

Certified Consultant and Trainer: Free Lancer

- Tailor-made Workshops: design, develop and deliver training workshops in response to specific organizational problems, needs and requirements.
- Customized Workshops: adapt and deliver previously developed workshops to meet unique organizational requirements.
- Standardized Workshops: offer off the shelf training workshops for those who want to acquire additional skills and competencies in support of personal and organizational development.
- Program Quality Consultant for more than five Lebanese Organizations.

January 2006 – January 2007

Executive Coordinator: Lebanese Association for Civil Rights (LACR)

- Responsible for the coordination between seven nonviolent and nonsectarian houses all over Lebanon.
- Preparing and supervising the monthly news letter “Bilad”, published by the (LACR).
- Coordinating all the nonviolent and nonsectarian activities and workshops.
- Following up on grants from donors and monitoring budgets.
- Assisting in establishing the new youth group SHAMEL.

Deputy Director and Relationship Manager: World Summit on Innovation and Entrepreneurship, Muscat, Sultanate of Oman and Dubai, 2005 with American NGO (Global Leadership Team).

- Preparing the agenda for both summits.
- Responsible for VIP attendees and sponsors’ follow ups and registrations.
- Coordinating with the media in order to broadcast the summit live on worldwide TV and Radio stations.
- Following up on booklets and media material after the summit.

Case Officer: Administration Department - Australian Embassy in Beirut (2004 – 2005)

- Conducting interviews with clients that are applying for visa to Australia and reporting the summary to the consulate.
- Coordinating with refugees mainly Iraqis and Sudanese that are fleeing to Australia.
- Daily administrative tasks and follow up behind the counter.

Computer and Internet Knowledge

- Microsoft Office Suite Software Knowledge, Lotus Notes.

- Thorough knowledge of internet usage and search.

Languages

- Arabic: fluent- can read, write and talk.
- English: fluent- can read, write and talk.
- French: good- can read, write and talk.

Hobbies

Swimming, hiking, tennis, basketball, internet

Personal Characteristics

Summary: Good writing and communication skills, good public relations, can affectively build relationships through organizations, high integrity and professional standards; team player with superior influencing skills, energized by the challenge of international relation and economy and collaboration leadership. Good management skills with ability to listen, good diplomatic and negotiator, sociable and presentable, approachable, good team worker.

Mental Characteristics:

- Ability to make decisions under complex conditions.
- Reasoning and complex problem solving skills.
- Ability to work extended hours and during weekends when necessary.
- High degree confidentiality.
- Ability of working in a team.

Ramzi Hage
Professor at La Sagesse University
Program Manager, Catholic Relief Services
Beirut, Lebanon



Ramzi Hage is a Professor at La Sagesse University teaching NGO management to master students and the Program manager at the International American NGO 'Catholic Relief Services'. Supported by ten years of successful project management experience and proven experience in previous executive positions at leading Lebanese NGOs and diplomatic institutions such as the Australian Embassy in Beirut, he is currently managing a regional capacity building project to build the capacities of more than 100 NGO's in more than five countries, also works on multiple projects from defining requirements through implementation. He is a key person in helping, creating and delivering projects. He is also a trainer and consultant with great success of financial, managerial and organizational trainings and workshops for a large number of Lebanese NGOs.

Ramzi has been awarded and honored for many achievements. He has an excellent educational background by having a Master's degree in Public Administration from the Notre Dame University, and a lot of civil society engagements and commitments.