

# Curriculum vitae

## PERSONAL INFORMATION

Imane ALLAM



## POSITION

PhD student sustainability and knowledge management

## WORK EXPERIENCE

05/2017–08/2017

### Internship ,Master 2

Initiative Nord Seine et Marne, Serris ( Région parisienne) (France)  
<http://www.initiative-nord77.fr/>

■ Essential duties and responsibilities:

1. Accompaniment and supporting the creation of enterprises.
- 2.embre of project evaluation committee
3. Evaluate the situation of companies in terms of sustainability and job creation.
4. Analyzing and synthesizing data, and writing reports.
5. Responsible for investigation.

2011–2016

### Administration manager

A.S.Group, Beirut (Lebanon)

■ Essential duties and responsibilities:

1. Ensure that the company has the adequate and suitable resources to complete its activities (e.g. people, material, equipment etc)
2. Organize, coordinate and supervise the work of employees and provide feedback and advice to improve efficiency and effectiveness.

2006–2016

### Volunteer Rescuer

Lebanese Red Cross-Emergency and First Aid, Hermel (Lebanon)

2011–2014

### Volunteer and Public Relations

Lebanese Red Cross-Youth department, Beirut (Lebanon)

2008–2011

### Family business

Dorra SARL/Sanitary, Hermel (Lebanon)

## EDUCATION AND TRAINING

01/10/2017–Present

### PhD student

Sustainability and Knowledge management, Torino (Italy)  
<https://www.unito.it/>

EQF level 8

01/10/2016–30/09/2017

### Master 2, Entrepreneurial, micro-finance and development.

EQF level 7

University of Lorraine, Nancy (France)  
[www.univ-lorraine.fr](http://www.univ-lorraine.fr)

- Course Topics:
  - Defining, evaluating and managing business projects.
  - Developing a Business Plan.
  - The accompaniment of company' creators.
  - Solidarity sector.
  - Techniques and professions of microfinance.

2012–2013 **Master 1, Finance and Financial Institutes.** EQF level 7  
 Lebanese University, Beirut (Lebanon)  
[www.ul.edu.lb](http://www.ul.edu.lb)

2009–2012 **Bachelor degree in Finance and Financial Institutes.** EQF level 6  
 Lebanese University, Beirut (Lebanon)  
 Bachelor thesis:  
 The contribution of the financial market in the movements of investments. Overall rating of the thesis:  
 Very Good

## PERSONAL SKILLS

Mother tongue(s) Arabic

### Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
French	C1	C1	B2	C1	B2
Diplôme d'études en langue française (DELF) B2					
English	B2	B2	B2	B2	B2
Italian	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
 Common European Framework of Reference for Languages

**Communication skills** Good communication and contact skills gained through my experience as an administrative manager as well as a volunteer rescuer coach within the Lebanese Red-Cross.

**Organisational / managerial skills** -Leadership ( I have been responsible for a team of 10 people).  
 - Good organisational skills gained as I had been a responsible for orientation events within the public relation sector in Lebanese Red Cross.  
 - Good team-leading skills gained as a volunteer coach in Lebanese Red Cross.

### Job-related skills

- Computer Skills: Operating System (OS): Windows, MacOS.-Software: Pack Océ, CIEL compta, Cerise, Photoshop, Autocad.

### Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Basic user	Independent user	Basic user

Digital skills - Self-assessment grid

Driving licence B

ADDITIONAL INFORMATION

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**Courses** "Configurational Analyses, Comparative Approaches and Natural Experiments"

**Certifications** Training (50h): Enterprise creation-Project planing and Managemen - CIUDAD European Project training, Hermel, Lebanon - 04/2012.

**Publications** abstract: Sustainability reporting: A new type of company hypocrisy, 2018, Santander, Spain