

Lameese A. Madi

lameesemadi@gmail.com | +1(913)787-6006

Citizenship: United States, Libyan

Key Skills

- English, French, Arabic
- Worked on a total of 39-million-dollar projects funded by the State department and USAID.
- Grant and Project Management and Design, Project Coordination, Contract Compliance, and Financial Management

Special Hiring Authority: NCE (Peace Corps)

- R, IBM Notes, Microsoft Office, SharePoint, Teams
- Laison, event planning, and logistics
- Social Policy and Living Wage Analysis
- M&E work
- Memo, Research and Grant Writing
- Cross- Cultural Communication

Work Experience

Resident Program Officer

July 2023-Present

National Center for State Courts

Tunis, Tunisia

- Project Program officer on a 13-million-dollar under INL (Bureau of International Narcotics and Law Enforcement) and NEAAC (Bureau of Near Eastern Affair) funded projects on Access to Justice, Anti-Corruption, and Digital management of prison records programs in Tunisia, holding supervisory and supportive role for the Director, field staff and project manager working closely with funders throughout the life of the program in the field in Arabic, French and English.
- Managed international grants funded by INL and NEAAC ensuring compliance with grant agreements, regulations and financial guidelines.
- Developed and implement grant management processes, including procurement procedures and reporting schedules.
- Conducting risk assessment to ensure financial and operational compliance with donor requirements.
- Implemented program activities, start up, close down, delivering assistance, training, interventions and coordinated data collection for M&E reporting for several events including work with the Ministry of Justice of Tunisia and youth programs with students from each of the major law faculties in Tunisia.
- Event and program coordination of national and regional debate competitions with 6 law faculties
- Managed, coordinated, monitored, and capacity built 5 local subgrantees in implementation of access to justice activities with citizens.
- Monthly and quarterly preparations of M&E, and ad hoc reports, ensuring quality and adherence to donor regulations for three state-department funded projects under INL and NEAAC.
- Tracked expenditures, procurement selection, and managed procurements and sub-awards, conducting compliance verifications for vendors and ensuring contract compliance for all three project programs.
- Developed guidelines and delivered training to civil society partners, enhancing their capacity to meet sub-award requirements and ensure quality reporting in Arabic, French and English.

North and West Africa Program Associate

January '23-July '23

DAI Global

Bethesda, MD

Cairo, Egypt

- Project associate on 26-million-dollar Egypt USAID funded project for Macro-Economic Stabilization and Reform (MESR) supporting project manager, field staff and chief of party working closely with USAID.
- Project Management Support: Act as a liaison to the field. Independently trouble-shoot common problems and escalate more complex issues to the Project Manager and follows up until resolved.
- Project Coordination- Coordinate the administrative activities of the project including mobilizing and demobilizing staff and international consultants, maintaining project files, requesting purchases for goods and services, ensuring submission of project deliverables and close-down. Perform administrative tasks for several projects including mobilization, demobilization, AP adjustments, vendor invoice review, Procure to Pay requisitions, and iExpense auditing. Conduct routine auditing of grant and operations files to ensure compliance with USAID and DAI policies and procedures.
- Contract Management-Initiate requests for approvals, coordinates submissions for contract and subcontract modifications and coordinates all other requests for contract office support. Draft routine contractual documents using approved templates.

- Identify and synthesize potential issues and present possible solutions to Project Manager, Contracts Administrator and Project field team.
- Monitor compliance with contract and regulations and escalates as needed.
- Financial Management-Responsible for ensuring processing and review of project financial transactions and monthly project invoices. Review and process invoices and audits iExpense Reports. Create and/or maintain project budget tool and coordinates data entry from field and home office into project contract budget. Support monthly financial analysis, quarterly forecasts, and ad hoc financial reporting when requested. During realignments, identifies and trouble-shoots issues.

Social Policy Internship

January '22-July '22

UNICEF Madagascar

Antananarivo, Madagascar

- Collected, Synthesized and Translated with the M&E team and developed an agenda for dissemination material for public of key findings and recommendations from Policy Briefs concerning Welfare, budgeting and financing and advocacy from French to English
- M&E on field work of launches of Cash-Transfer Programs throughout different regions of Madagascar
- Published an information note on public expenditures in primary education in Madagascar, 7 advocacy pieces and one ICON story educating internal operations on what UNICEF Social Policy Section's activities
- Evaluated Synthesis of Social Policy and Best Practice 90-page dossier in French and English with presentation of findings and recommendations followed by discussion with broader team and invitation of other sections within UNICEF in French and English.

Research Associate

January '22-May 22

Alliance for Citizen Engagement

Boston, Massachusetts

- Led along with a co-leader Middle East Research Team in producing nonpartisan, accessible policy briefs for publication on the ACE website and in the ACE Quarterly research journal to share important policies about the MENA region for the American citizen interested in non-partisan information.
- Edited and provided feedback on research projects ensure every brief is well-researched, informative, and meets ACE's rigorous quality standards for undergraduate and graduate students on countries throughout the MENA Region for accuracy.
- Researched policy throughout the spring for publication about Migration and the MENA region

Career Pathways Intern

February '21- November '21

International Rescue Committee

Sacramento, California

- Facilitating professional development courses including resume building, professional writing skills and connecting jobs with highly skilled refugees including doctors and engineers.
- Designing Women's Empowerment outreach campaigns for IRC and Work readiness to attain funding for career outreach.
- Building and creating a curriculum and working and learning materials for women Refugees who are needing preparation before being received by service providers in the Healthcare Profession.
- Creating material for Pharmacy tech in partnership with CVS to prep refugees for their pharmacy tech training.

English Teacher and Co-teaching

April '19- March '20

Facilitator

Peace Corps Georgia

- Working closely with two different schools to improve educational quality of the English department as well as worked with other teachers of other subjects with children of all ages in all grades.
- Facilitated, conducted, and coordinated events concerning education, women's rights and cultural awareness throughout the region
- Implementing Project Design and Management and Teaching English as a Foreign Language Methodology through all grade levels at two different schools and villages.
- Conducting with supervision an imitative workshop that was funded by USAID supporting Small Projects Assistant SPA program concerning sustainability, financed, teamwork of programs and teamed with host country nationals and volunteers and cross NGO resource sharing.

Additional Experience

Arabic Bilingual Language Assistant

Summer '21

Middlebury Summer Language Program

Middlebury, VT

- Served as primary in-language point of contact for students and faculty at the School of Arabic.
- Facilitated the School's cultural program, an integral part of the immersion-based academic experience.

- Liaised with campus offices including but not limited to public safety, dining services, events management, media services, print shops, theater, and facilities services.
- Designed, planned, and implemented complex school-wide cultural events. Designed and lead regular co-curricular activities. Developed content and disseminated publications, including calendars, posters, event programs, etc.
- Communicated with students and faculty on a variety of platforms: email, website, print media, announcements.
- Provided general IT support for faculty, guests, and students (on School and personal devices)

Education

Middlebury Institute of International Studies, Monterey, CA December 2022

Master of Arts, International Policy and Development

GPA: 3.6/4.0

Awards: Paul D. Coverdell Fellowship for Returned Peace Corps Volunteers (50% tuition scholarship)

Relevant Coursework: Development Economics; Policy Data & Analysis; Conflict, Security and Development; Fundraising, Methodology and strategy; North African and Sub-Saharan Development; Human Trafficking; Writing and Briefing Memos; Living Wage and Social Change; Migration and Human Security; Proposal Writing for International Development; Program Evaluations for SCoS; Org Development and Leadership; Intro to Intercultural Competence

Research Projects:

- Working Paper: Moroccan Immigration and French Policy and Security Analysis
- Economic Development Analysis of countries and Human Development Index
- Working Paper: Immigration in Living Wage
- LGBTQIA+ immigration experience in Lebanon
- Synthesis of Social Policy and Best Practices at UNICEF Madagascar's Social Policy Section
- Organizational Analysis of UNICEF Madagascar
- Memo Brief on Libya's immigration issues
- Open Prison: A deep Dive Policy brief on Libya and Migration Practices.
- Evaluation project: Monitoring and Evaluation of small organization

Qalam Wa Lawa

Advanced Arabic

Jan. '18-Oct '18

Rabat, Morocco

Kansas State University

Bachelor of Arts, Modern Language: French

Aug '12- Dec '17

Manhattan, Kansas

Summer '14

Study Abroad: L'Institut Catholique de Paris

Job Training

Peace Corps Georgia

Pre-Service Training

Language Training

UNICEF Madagascar

Welcome to UNICEF Certification

Prevention of Sexual Exploitation and abuse Certification

M&E Certification

Prevention of sexual harassment and abuse of authority

Certification

Ethics and Integrity Certification

Information Security Awareness (advanced) Certification

Fraud Awareness Certification

Education in Emergency Global Course Certification

BeSafe Certification

Volunteer

Mira MIIS Immigrant Rights Alliance

President Sep. 2021-Present

Monterey, California

Communications Coordinator January 21-May 21

Arabic Language Club

Co-President 2021-2022

Monterey, California