

SABINE SAAD

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Mobile number: 00974 66311968

Personal status: Married and has three children.

Date of birth: 12 June 1981

Nationality: Lebanese

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PROFILE

Sabine is currently a Senior Acquisitions Editor responsible of Journals Publishing at Qatar University Press where she started as a volunteer in establishing the Press in 2018. She has more than fourteen years of business administration experience in leading companies and institutions in the GCC. She is a dedicated and effective team player that achieved successful project management of international scientific and non-scientific conferences, faculty grants and research coordination, academic journals management, marketing and communication campaigns.

Sabine has a bachelor degree in business administration with emphasis on marketing from the Lebanese Canadian University and an MBA in Total Quality Management with Merit from the University of Leicester, UK since 2016.

During her years of experience at Qatar University, she received consecutive outstanding performance for her years of service and received the best administrative award at the College of Law in 2016. She also volunteered in several establishment initiatives including Qatar University Press, the Centre for Law and Development and the French Legal Culture Club.

EDUCATION

Master in Business Administration in Total Quality Management **2016**

University of Leicester, UK (accredited by AMBA)

Thesis title: *'Increasing student engagement through creativity, leadership and social and emotional learning'*

Graduated with High Distinction: with Merit.

Bachelor in Business Administration with emphasis on Marketing **2004**

Lebanese Canadian University, Aintoura, Lebanon

Lebanese Official Baccalaureate with emphasis on Literature and Human Sciences **1999**

Antonines Mar Dounit High School Sisters, Roumieh, El Metn, Lebanon

QATAR UNIVERSITY'S EXPERIENCE

Senior Acquisitions Editor, in charge of Journals at QU Press **July 2020, to date**

- Managing Editor for all QU Press journals.
- Review of articles compliance with editorial standards.
- Initiate indexing collaborations and opportunities.
- Drafting reports, website content, policies, procedures, template letters...
- Marketing and website management of journals.
- Key coordinator of the Journals Editorial Committee.

Senior Acquisitions Editor, Social Sciences at QU Press **April 2018-June 2020**

- Member in the establishment of QU Press in terms of proposal drafting, survey review, budgetting, forms, job descriptions, recruitment, policies, contracts and editorial committee coordination.
 - Initial review and assessment of QU Press books and journals submissions.
 - Preparation of books and journals feasibility studies.
 - Assignment of specialised peer reviewers.
 - Management of book project completion with authors.
 - Settlement of financial dues for referees.
 - Drafting policies, editorial processes, minutes, forms, contracts, proposals, Press releases...
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- Drafting the strategic plan, action plan, budget, and other reports of the Press.
- Coordinator of QU Press Editorial Committee (journals) since 2018.
- Key member in the QU Press Platform committee since May 2018.

Managing Editor of the International Review of Law **May 2017 – April 2018**

- Handled the editorial work and coordination for submitted articles to the journal.
- Settlement of referee payments.
- Budgetting, planning and marketing.

Co-founder and administrator of the ‘French Legal Culture Club’ **April 2015 - April 2017**

- Worked on the Club’s establishment proposal, forms and courses.
- Organised all events and conferences of the Club.

Coordinator for the Centre for Law and Development **Feb 2017 - May 2017**

- Organised the conference on ‘Alternative Dispute Resolution Conference’ in May 2017
- Secretary for the advisory board.
- Managed the production of the introductory video for the Centre for Law and Development
<http://bit.ly/2EFsyrp>
- Management of events and initiatives of the Centre.

Coordinator of the Research and Graduate Studies at the College of Law **Feb 2013 - April 2017**

- Managed all research activities and grants of the College of Law faculty.
- Handled faculty promotion files.
- Supported in drafting policies, forms, memos and proposals, and translated some of them.
- Drafted the surveys for the new Master and PhD programs initiation.
- Organised international scientific conferences including the ‘Syrian Crisis and International Law Conference’ on 24th 25th February 2014, the ‘The Qatari Civil Code in its First Decade’ on 23rd and 24th November 2014, the ‘Human Rights and Private Law: Unity in Diversity’ on 17th and 18th February, 2016, the Korean Conference in November 2016, the ‘Law and Sports conference’ on 19 and 20th Feb 2017, and the conference on Liabilities with the French embassy on 19th April 2017 and the Alternative Dispute Resolution Conference on 17th May 2017.
- Managed the production and printing of the Civil Law Conference Book Proceedings in 2015.
- Supported the drafting of the strategic, action plan and budget of the College.

Coordinator of the International Review of Law **Jan 2014 - Sep 2015**

- Handled marketing, editorial and related publishing work for the journal.

Assistant to the Associate Dean for Academic Affairs **Feb 2013 - Jan 2014**

- Supported in managing and executing all work related to the Academic Affairs at the College of Law.

PREVIOUS WORK EXPERIENCE

Marketing Executive **June 2011 – Feb 2012**

Delta Doha Corporation, Qatar

- Planning and project management of company events such as MEOS 2011, WPC 2011 & OTC 2012.
- Budgetting and planning for the marketing activities.
- Handled marketing branding and communications activities.
- Creation and editing for the company website.

Executive Assistant, CEO Office **May 2010 – April 2011**

Qatarlyst, a subsidiary of Qatar Financial Centre, Qatar

- Supported the drafting of memos, minutes, proposals related to the department.
- Management and coordination of company events and exhibitions.
- Handled marketing related tasks coordination.
- Performed business analysis and research assistance.
- Advisory board assistance.

Executive Assistant to the Managing Director of Nakheel Leisure

Sep 2007 – April 2010

Nakheel, a subsidiary of Dubai World, UAE

- Supported the drafting of policies, memos and proposals related to the unit.
- Marketing, branding and communication projects.
- Human resources and employee development.
- Facilities management, office supplies and relocations.

Marketing and Sales Coordinator

July 2006 – Aug 2007

Le Meridien Mina Seyahi, Dubai, UAE

- Supported the drafting of policies, memos and proposals related to the department.
- Budgeting, procurement and financial management assistance related to the sales and marketing activities.
- Assistance in marketing, communications, advertising and media management.

Admin Coordinator

Aug 2005 – Aug 2006

Le Meridien Commodore, Beirut, Lebanon

- Assisted the budgeting and planning activities of the department.
- Supported in the management of employee relations.
- Marketing and events management of the department.
- Supported in drafting the memos and tasks related to the department.

LANGUAGES

Arabic, English, French: Fluently read, spoken and written

German: Beginner

COMPUTER SKILLS

Softwares: Microsoft office, SPSS, Visio, Media Disk, Oracle

SKILLS

1. GENERAL MANAGEMENT

Sabine has more than fourteen years of work experience in management of units, departments and companies in the GCC. During her employment at QU, she managed research and grants activities of faculty members and managed academic journals, scientific conferences and events.

2. STRATEGIC PLANNING

Sabine has been a member for drafting the strategic and action plans of all units she was employed with. Due to her specialization in Total Quality Management, strategic planning is one of her core strength areas.

3. SURVEYING

Sabine created and reviewed several University surveys, most prominently for the initiation of academic programs at the College of Law, QU Press establishment survey...

4. FINANCIAL MANAGEMENT AND BUDGETING

Sabine worked on budgeting in most of her work experiences. Most prominently, she worked on QU Press initiation budget, as well as the feasibility studies of QU Press Books.

5. SCIENTIFIC CONFERENCE ORGANIZATION

Sabine successfully organized several scientific and non-scientific conferences. This encompasses concept, planning, marketing and execution.

6. RESEARCH AND ACADEMIC WRITING

Sabine tackles any decision through practical, objective and research based analysis.

7. MARKETING AND BRANDING

Sabine acquires a sufficient knowledge and experience in marketing and branding due to her specialization and experience in the production of marketing material, collaterals, website content, brochures, gift items, promotional videos: <http://bit.ly/2EFsyvp> .

8. EDITORIAL MANAGEMENT

Sabine managed the International Review of Law journal; she also handled the peer review process of faculty grants and research at QU College of Law. Currently, her core work at QU Press is to study and assess books, articles and journals proposals.

9. MULTILINGUALISM

Sabine is proficient in three languages: Arabic, English and French, she is also a beginner in German language. Multilingualism broadened and attracted a larger scope and scale of work opportunities.

10. ATTITUDE/PHILOSOPHY

Sabine applies the concept of professionalism, ethics and sustainability in her interactions. She understands and believes in the concept of constructive positive relationships that leads to sustainable change and growth. Sabine is peaceful, positive and pro-active in her interactions since she believes in the power of unity through diversity.

HOBBIES

Lifelong Learning, Reading, Arts, Music, Spots, Nutrition and Wellbeing.

RESEARCH AND READING INTERESTS

Education, Total Quality Management, Sustainable Economic Development, Child Development and Wellbeing, Ethics and Human Rights, Homeopathy and Natural Treatments, Environmental Protection.

THESIS'S PUBLISHED BOOK

Increasing Student Engagement through Creativity, Leadership and SEL. Lambert Publishing, 2016
<http://bit.ly/2Di5TEm> .

RECEIVED CERTIFICATES

- Appreciation letter for the organization of 'Alternative Dispute Resolution Conference' in May 2017.
 - Best admin award at the College of Law during the academic year 2015-2016.
 - MBA thesis presentation for Qatar University Faculty at the College of Business Administration on 21st March 2016.
 - Presenter at NACADA conference in 2014.
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TRAINING

- Introduction to Research Design Training Workshop SESRI and the University of Michigan (Qatar University, March 2014)
- Contract Management for Project managers (ESI-Nakheel)
- Financial Management for project managers (ESI-Nakheel)
- Risk Management for Project Managers (ESI-Nakheel)
- Quality for Project Managers (ESI-Nakheel)
- Le Meridien Mina Seyahi (Negotiation Skills & Media Disk)

REFERENCES – UPON REQUEST

- Prof Talal Abdulla Al-Emadi, Qatar University Press Founding Director and Oil & Gas Law Professor
Email: t.alemadi@qu.edu.qa
 - Prof. Francis Botchway, Sir William Blair Chair in Alternative Dispute Resolution
Email: fbotchway@qu.edu.qa
 - Prof. Jon Mark Truby, Director of Law and Development Center, College of Law
Email: jon.truby@qu.edu.qa
 - Prof. Mohamed Yehia Mattar, Clinical Professor of Law & Director of the Law Clinic, Qatar University College of Law
Email: mmattar@qu.edu.qa
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