

# Said Tabbara

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## EDUCATION

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### PhD History and Culture of Europe

09/2024 – present

*Sapienza University of Rome*

- **Coursework:**

PhD program in the History and Culture of Europe, where I will be exploring the influence of Islamic Sharia on European Union laws.

### MSc in International Cooperation & Development Studies

2019 – 2022

*Sapienza University of Rome*

- **Coursework:**

Development studies, Communications, Project Management, History, Laws & Policies, Quantitative models for International Economic Policy, and Comparative Politics.

### B.A in Public Relations

2014 – 2019

*American University of Science & Technology*

Beirut, Lebanon

- **Coursework:**

Public relations, Public speaking, Crises Management, Media Relations, Copywriting, Advertising, and Content creation.

## PROFESSIONAL EXPERIENCE

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### Professional Trainer & Instructor

2022 – present

- Designed and delivered customized training programs for corporate clients, focusing on leadership development, project management, communication skills, and team building, resulting in a 95% participant satisfaction rate.
- Conducted needs assessments and training gap analyses to identify learning objectives and develop targeted curriculum for diverse client organizations across various industries.
- Serving as the primary mediator between the training agencies and hotels in Italy, ensuring that every detail is handled.
- Coordinated training schedules, logistics, and resources to ensure seamless delivery of training programs, maintaining high levels of participant attendance and satisfaction.

### Client Liasion Officer

2023 – 2024

*Ortus Club*

- Effectively managed and coordinated group activities and operations to ensure smooth, efficient, and productive workflow within the team.
- Served as the primary point of contact for group activities, liaising between team members, external partners, and key stakeholders to ensure clear communication and effective collaboration.
- Identified and addressed issues, risks, and conflicts within the group promptly and efficiently, facilitated an open and cooperative team environment.
- Organized and facilitated regular meetings to discuss team performance, project updates, and future plans.
- Arranged the setup of the virtual meetings, edited recordings, and generated insightful summaries following each session.
- Responsible for prospecting, interviewing and securing guest speakers for events using LinkedIn Sales Navigator, while also orchestrating effective email campaigns.
- Managed the creation and publication of engaging content across multiple social media platforms.
- Conducted research on topics of interest, and diligently analyzed reports as needed.

## ORGANIZATIONS

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### Internship Programs

2020 – 2022

- **Embassy of The Lebanese Republic | Rome, Italy 12/21 - 03/22**  
*Diplomatic Attaché-Intern*
- **United Nations - IFAD | Rome, Italy 02/21 - 07/21**  
*Institutional Governance & Member Relations Office*
- **FRIEDRICH NAUMANN FOUNDATION, MENA Office | Amman 06/2020 - 09/2020**  
*Jr. Project Management Consultant - Intern*

## SKILLS

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- Interpersonal Communication
- Project Management Skills
- Negotiation
- Time management & Planning Skills
- Microsoft Office & G-Suite
- Research & Data Collection
- Critical Thinking
- LinkedIn Sales Navigator, Hubspot, Apollo, and Canva

## LANGUAGES

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<b>Arabic</b> Native	<b>English</b> C2
<b>Italian</b> B2	<b>French</b> A2

## CERTIFICATES

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<b>Successful Negotiation: Essential Strategies and Skills</b> University of Michigan - 2022	<b>English Proficiency Certificate C2</b> University of Michigan - 2016	<b>Italian PLIDA Language Certificate</b> Sapienza University - 2019
<b>United Nations Training Certificates</b>	<b>Eu Certificate - European Commission</b> Clear Writing for Europe 2021	

## REFERENCES

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References Available on Request