

MARWAN AL OLABI

Beirut, Lebanon

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PERSONAL INFORMATION

Date of Birth: 27 August 1992

Marital Status: Single

Nationality: Lebanese

Languages Spoken: Arabic (Native), English (Fluent)

EDUCATION

Certificate in Project Management

Order of Engineers Beirut – Training Center 2016

Certificate in Planning & Time Management using Primavera

Order of Engineers Beirut – Training Center 2016

Bachelor degree in Civil & Environmental Engineering

Beirut Arab University – Beirut, Lebanon (degree: Good) 2010 - 2015

Proficiencies

• Safe 12 & Etabs	• Ram Concept certified
• AutoCad	• Proficient in MS Office
• SPColumns	• Sconcrete

PROFESSIONAL EXPERIENCE

Content Executive (Freelancer)

February 3, 2018 – November 30, 2018

Stars of Science

Khayal Production

Main Tasks:

- Acting as a focal point and project manager for the co-ordination of prototype development phases. Duties would include, sourcing, securing and retaining needed elements (People, equipment, labs and resources) that support the creation of the Prototypes & Customer Validation process.
- Holding manufacturing and procurement requests
- Managing the artwork delivery process between the production team and the broadcasters
- Managing the website in coordination with the tech team

- Ensuring all needed materials, data or metrics requested are available for Jury briefings ahead of the Prime-time eliminations.
- Working with the content team on any extra workshops, filmed social outings and activities as needed on the ground
- Researching and contacting scientific institutions in the Arab world
- Working with the team to Secure all filming requests for reports on the show (including Candidate reports, adverts, Jury reports, Extra filming, Beauty shots, vox pops, Customer Validation related shoots, Focus group shoots, problem reports and web exclusives).
- Informing the Daily crew schedule & Daily lab visitors as needed.

Project Coordinator (Freelancer)

April 1, 2017- January 18, 2018

United Nations-ESCWA

Lebanon-Beirut

Main Tasks:

- Provided a variety of administrative services to support a diverse range of expert group meetings and regional workshops. This included preparing invitations, liaising with the participants for their travel, preparing all the needed documents for payment for sponsored participants, conducting all the needed logistical preparations, and assembling research material.
- Assisted in the preparation of presentation materials, technical materials and banners using appropriate software (Microsoft Word, PPT) this included creating tables, lists, charts, data sets, and/or diagrams on technology-related subjects in order to facilitate in-depth analysis of information.
- Contributed to analytical and research activities pertaining to linkages between technology, innovation and the UN 2030 Agenda for Sustainable Development.
- Assisted in communicating key messages across multi-disciplinary platforms.
- Responded to or draft responses to a range of correspondence and other meeting-related communications in Arabic or English.

Facilities Engineer

December 1, 2016-February 28, 2017

Interact – IFM Stars

Lebanon-Beirut

Main Tasks:

- Mapped out a full feasibility study to calculate the cost, the profit margin and the overall ratio of profit, and was my responsibility to maintain the cost within the budget.
- Prepared Technical and Financial Proposals.
- Prepared interrelated excel sheet files for the calculation of the cost of the project plus the profit.
- Contacted recruitment agencies for a project in Kuwait and preparing the required files for archiving.
- Prepared the list and the bill for the equipment needed (contacting suppliers) for managing a facility in Kuwait.

- Conducted site visits and meetings with the client to facilitate the contract/work in between.
- Conducted meetings with stakeholders and client representatives to understand their concerns and their requirements and to deliver a high quality service to them, and agree on the ways and time of implementation of services.
- Prepared Power Point presentations to introduce the company and its services to clients.

Technical Engineer

October 20, 2015- February 20, 2016

Haramain Gate (Saudi Binladin Group)

Jeddah, Saudi Arabia

Main Tasks:

- Coordinated project between office and site.
- Translated legal letters from Arabic to English and vice versa.
- Scheduled work; filled the work information in tables on excel sheets and prepared charts to demonstrate the progress done, and the expected work to be finished by the estimated time.
- Reviewed & edited contracts on behalf of the main contractor.
- Prepared Excel tables with fixed formulas to calculate quickly the needed quantities regarding the steel and the formwork needed in the site work.

References

Available upon request.