

Tarek I. Hajj

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PROFESSIONAL EXPERIENCE

PROJECTION SPECIALIZED ENGINEERS

Beirut, Lebanon

Assistant Project Manager: Bella Fiesta Project & A&S Chronora Bldg Renovation

May 2018 - Present

- Devised numerous time schedules such as AON Diagrams, Activity Precedence, and Gantt Charts as a means to visualize to owner and sub contractors duration and time allowance for scope of work
- Budgeted and expressed financial obligations for materials included in Bill of Quantity
- Met with various suppliers for procurement of relevant project materials such as Aluminum Facades, Windows, and Doors, to ensure low cost, high quality product sourcing to minimize deviation between forecasted budget and current market prices
- Controlled daily office expenses (Utilities, Internet, Salaries, etc.) increasing visibility into business operations, and identified areas for cost savings to improve the company's bottom line

Business Development Associate

July 2018 – September 2018

- Developed various social media platforms on LinkedIn, Facebook, etc., as well as the company website as a means to increase customer awareness and interaction, and improve the company's public image | **Website:** www.projectionlebanon.com
- Collaborated with the General Manager to develop a clear mission statement and vision for the company, identifying key goals, win themes, and cultural values to move the company forward

Construction Consultant Intern: SADCO Warehouse (USD 15M) May 2017 - July 2017 / Weekends of August 2017- April 2018

- Involved in renovation project of one of the Middle Eastern region's largest Pharmaceutical & FMCG Distributors Local Warehouse
- Monitored work on construction site, audited labor attendance for worker compensation, and assessed productivity of work
- Cut procurement costs for owner by 20% on average by reviewing variation requests from subcontractor and outsourcing
- Ensured quality specifications were in accordance with local regulation for pharmaceutical storage (temperature, odor, etc.)

KINGSMILL INDUSTRIES (UK) LTD.

Nottingham, UK

Inventory Management Intern

December 2016 - January 2017

- Composed extensive database in efforts to create a Just In Time processing system, reducing on hand inventory levels potentially decreasing inventory costs by 5%
- Developed and ABC analysis determining top selling products aiding inventory management

EDUCATION

AMERICAN UNIVERSITY OF BEIRUT (AUB)

Beirut, Lebanon

BBA in Finance

Completed in June 2018

- **GPA:** 3.3/4

AMERICAN COMMUNITY SCHOOL

Beirut, Lebanon

- *International Baccalaureate*
- **SAT (2015): Math:** 710/800 **Writing:** 630/800 **Reading:** 520/800
- Executive member of the student council

September 2013 - May 2015

MEMPHIS UNIVERSITY SCHOOL

Memphis, Tennessee

- Dean's List

August 2009 - May 2013

EXTRACURRICULAR ACTIVITIES

HOOPFUL HANDS

Beirut, Lebanon

Founder / Coach

January 2014 - Present

- Founded a once-weekly basketball program during the school year for Syrian refugee children, encouraging a positive atmosphere of collaboration, teamwork, and leadership | **Instagram:** @hoopfulhands
- Attained sponsorship for program after developing and promoting from different alumni and received local media attention
- Organized fundraisers, bake sales, and festivals to cover transportation and equipment costs for children prior to sponsorship

DEZEINAHAJJ

Beirut, Lebanon

Cofounder and Financial Planner

October 2017 - April 2018

- Developed and advertised the startup's online campaign | **Instagram:** @dezeinahajj
- Forecasted sales and researched local suppliers in order to attain 2K+ in profit

ADDITIONAL INFORMATION

- **Languages:** English: Native; Arabic: Fluent; French: Conversational
- **Skills:** Proficient in MS Office tools PowerPoint, Excel, and Word; Demonstrated experience using tools/programs SQL, Python, SAGE, Adobe Lightroom/ Photoshop
- **Certificates:** Python for Finance: Investment Fundamentals & Data Analytics ; Complete Financial Statement Analysis; Complete Oracle SQL Certification Course