

Rita Bou Karam Tabet

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Re: Business Development Manager

I write to express my interest in joining Arabnet.

Having tackled through my years of experience in the construction industry almost every aspect of the business, from site engineering to real estate sales, through procurement, estimation, quality management to business development and marketing of the company, I relish the challenge of a fast-paced, growth-oriented working environment.

I know there might seem to be a gap between the role requirements and my previous experience, but my marketing skills can be of a value in any sector.

I appreciate and understand the importance of account relationships and am comfortable working directly with the clients.

I enjoy collaborating with diverse teams to ensure that the company's values are met, and the company's missions are delivered.

Thank you for your consideration.

Sincerely,

Rita Bou Karam Tabet

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PROFESSIONAL EXPERIENCE

MAC ENTERPRISE, Lebanon

Contracting Company

Partner and Business Development Manager; 2012-2015

Business development:

- Implemented the organization's business development strategy; as how to identify new business opportunities, by pursuing leads and prospective clients
- Maintained key relationships, negotiated contracts and closed business deals; with clients, lawyers, bankers
- Built and managed client relationships
- Delivered presentations and proposals
- Maintained extensive knowledge of current market conditions
- Handled the estimation process from tender withdrawal to submittal of prices, while supervising closely the estimation department
- Implemented ISO:9001, wrote the procedures' manual and got the company accredited
- Implemented ERP system across the whole company; oversaw the engineers training, ensuring a smooth transition

Human Resources:

- Overviewed the recruitment process
- Coached and guided team members.
- Ensured effective and motivational training is offered to all team members

Marketing:

- Developed and delivered a revitalized brand style for MAC: logo, website, stationeries... that reflects the new identity
- Implemented several campaigns in the new style, across a variety of media platforms
- Introduced MAC on all social media platforms and ensuring consistent engagement with its audience

DEL CESCA, New York

Manufacturing Company for fashion and accessories

Co-founder & head of design department; 2006-2011

- Headed the design department
- Researched for the latest trends in fashion

PROFILE

Seasoned architect with 10+ years of growth-oriented, business development experience, establishing long-term relationships with clients in the real estate market.

Proven success in marketing, deal closing and contract negotiations.

SKILLS

Business Development
Contract negotiations
Feasibility study
Clients relationship management
Estimation and Bidding
Budget Analysis
Feasibility study
Team Management
Design
Sales

COMPUTER SKILLS

AutoCAD 2D,
MS Word/MS Excel/PowerPoint
Adobe Photoshop
Adobe Illustrator

EDUCATION

Master's in Business Administration; 2012
Edinburgh Business School, Edinburgh.
BA in Architecture; 1997-2003
U.S.E.K. Université St Esprit; Kaslik

- Managed the process from conception to design, to manufacturing, all the way through submittals to clients
- Gained experience in the fashion and accessories industry, and knowledge of the manufacturing process

MAN ENTERPRISE, Lebanon

Contracting Company

Purchasing Officer; 2004-2005

- Purchased materials for sites (technical expertise in these materials required)
- Negotiated directly with consultants and subcontractors
- Contracted, priced and followed-up sites closely to keep site work on track as scheduled
- Earned deep technical knowledge to close best product/quality/price deal

Architect and Site Supervisor; 2004

Renovation Project, Ajaltoun, Lebanon

- Prepared and submitted the renovation plans
- Supervised the renovation works

Site Architect & sales; 2003-2004

Housing Complex, Ballouneh, Lebanon

- Supervised site works
- Coordinated between subcontractors
- Maintained scheduled plan for delivery
- Handled the marketing and sales process of these apartments
- Negotiated directly with clients

MUNICIPALITY OF JOUNIEH, Lebanon

Renovation of all building elevations in the City of Jounieh (400 buildings)

Design and Shop drawing; 2002-2003

- Public sector city planning project that consists of renovating all building elevations (exterior)
- Learned to approach urban design/planning in a pure architectural /esthetic way

LANGUAGES

Arabic
English
French

INTERESTS

CrossFit training
Tennis player
Avid reader of philosophical tales' books