

## Farah Ahmad Said

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### EDUCATION

From 09/13 to 05/17	<b>American University of Beirut</b> Bachelor in Civil Engineering Date of Graduation: May 2017	<b>Beirut, Lebanon</b>
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### EXPERIENCE

From 06/17 to 07/18	<b>Lead Mark</b> Position Held: Civil Engineer <ul style="list-style-type: none"><li>Set CAD standards and site reporting system</li><li>Delivered proposals, site and technical reports</li><li>Managed construction work on site</li><li>Tracked projects' progress on site</li><li>Updated schedule according to the updates on site</li><li>Tracked the delivery of all project-related materials</li><li>Prepared analysis reports to track the progress of each phase of construction</li></ul>	<b>Tyre, Lebanon</b>
From 02/17 to 06/17	<b>American University of Beirut</b> Position held: Research Assistant at the Office of Grants and Contracts OGC <ul style="list-style-type: none"><li>Gathered data about sponsored research and development grants</li><li>Filtered data regarding funds and sponsorship</li><li>Prepared handing over reports</li><li>Involved in the preparation of compliance and procedure manuals at OGC</li><li>Engaged in the reporting of grants and technical proposals</li></ul>	<b>Beirut, Lebanon</b>
From 06/16 to 09/16	<b>CMCCO</b> Position held: Trainee <ul style="list-style-type: none"><li>Practiced project management procedures</li><li>Drafted contractual letters (claims and others)</li><li>Liaised with team members to ensure the compliance of projects on site with the contacts specifications</li><li>Liaised with team members to ensure all critical path activities and project milestones were progressed according to the planned schedule</li><li>Submitted mock handing over reports</li></ul>	<b>Beirut, Lebanon</b>
From 03/16 to 05/16	<b>American University of Beirut</b> Position held: Teacher Assistant <ul style="list-style-type: none"><li>Assisted Professor in Statics solving sessions</li></ul>	<b>Beirut, Lebanon</b>
From 10/15 to 05/16	<b>American University of Beirut</b> Position held: Lab Assistant <ul style="list-style-type: none"><li>Performed properties' tests on soil samples in the Geo-technical engineering laboratory</li></ul>	<b>Beirut, Lebanon</b>
From 09/13 to Present	<b>Hometown and Neighboring towns</b> Position held: Private Tutor <ul style="list-style-type: none"><li>Gave private lessons in Math, Physics, Chemistry and English Language &amp; Literature for high school and intermediate graders</li></ul>	<b>Tyre, Lebanon</b>

### SUMMARY SKILLS

**Languages:** Fluent in English and Arabic with basic knowledge in French.

**Computer Skills:** MS Project, MS Word, Excel, PowerPoint, AutoCAD, AutoCAD Civil 3D, Primavera, Revit, GIS, SAP 2000, ROBOT.

**Soft Skills:** Leadership, Communication, Team-Work, Organization, Management, Public Speaking, Research.

### EXTRACURRICULAR ACTIVITIES

**Volunteering Experience:** Volunteer teacher for grade 9 students at Tomorrow NGO, volunteer at ASCE Summer Volunteering Camp and volunteer at Unite Lebanon Youth Project NGO

**University Clubs:** American Society of Civil Engineers ASCE- AUB Chapter

**Extra Activities:** Seminar in Professional Project Management and workshop in Quality Management

## REFERENCES

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Jeffrey P. Prince, President, First Keystone Energy Group

(267) 278-0557, 709 Forest Grove Road. P.O. Box 4. Wycombe, PA 18980.

Assad Tahan, Projects Manager, TETCO

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