

Joyce Hallak

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Professional Experience

Petrofac International (UAE) LLC – HSE Advisor

Aug 2021 – Present

- Launched Yammer HSE communities to increase employees' engagement and awareness
- Supported in reviewing HSE standards, policies, procedures and lessons learnt
- Designed a platform for tracking employees' HSE trainings – online and instructor-led

Petrofac International (UAE) LLC – Graduate Engineer (3 rotations in a 2-year program)

Mechanical Engineering

Jan 2021 – Jul 2021

- Created a database (specifications and pricing) for packages used in past and current projects to be used as a benchmark for future packages
- Prepared proposal documents, such as general equipment specification and material requisition

Sustainability

Jun 2020 – Dec 2020

- Assisted in developing TCFD (Task Force Climate-Related Financial Disclosure)
- Developed several sustainable initiatives for the office and analyzed their environmental benefits

Supply Chain Management

Dec 2019 – May 2020

- Reviewed vendors' registration on Petrofac's new supplier directory
- Automated processes needed by the procurement team

Engineering for Change – Research Fellow

May 2019 - Sep 2019

- Conducted a research about women's social innovation in MENA region and analyzed the challenges and success factors they face
- Published an editorial about traffic crisis in Lebanon and possible mitigating solutions
- Published 13 product reports about solutions that would ease transportation in underserved communities

Cummins Arabia - Intern

Jun 2018 - Aug 2018

Education

American University of Beirut

Sep 2015 – Jun 2019

BE in Mechanical Engineering with Minor in Mathematics

Graduated with Distinction – GPA ~ 89 / 100

- Capstone Project: Design of a Tethered Drone
- Technical Elective Project: Regulation and Position Tracking of Parrot A.R. Drone
- Participated in Humanitarian Engineering Initiative

Technical Skills

MS Office Applications – Power BI, VBA, Excel, Power Point, Word

Drafting Software Applications – AutoCAD, SolidWorks, ANSYS

Programming Applications – MATLAB, Python

Awards and Certifications

USAID Scholarship Recipient

Dean's List Academic Achievement Award

Microsoft Certification: DA-100 Data Analysis Associate

Supervisory Toolkit – Part of Petrofac's soft skills training

Project Management Pathway – Part of Petrofac's soft skills training

Languages

English: Fluent

Arabic: Fluent

French: Basic

Civic Engagement

Community Service Project – Anti-Bullying Workshops Organizer

World Food Program – Tech4Food Volunteer

Hobbies

Music, Jogging