

LINA OBEID

OBJECTIVES

Hard-working and compassionate professional with proven leadership and organizational skills with minute attention to detail. Seeking to apply my abilities in a challenging environment. I am a dedicated team player who can be relied upon to help any institution achieve its goals.

JOB EXPERIENCE

May 2018 to present **Live Love Recycle**
Programme Manager

Ain El Remmaneh, Lebanon

Main Responsibilities:

- Employ resourcefulness in project design, implementation and monitoring.
- Oversee all project activities and be the main contact point between the founder and the field staff.
- Ensure close collaboration and coordination with cooperating partners to guarantee smooth execution of activities and achievement of results as specified in grant agreements.
- Ensure project implementation comply with the policies and regulations of both NGOs involved.
- Responsible for overseeing the development and execution of project deliverables, lead project planning, action plans and monitoring processes.
- Responsible for submitting activity reports on a regular basis to the founder.
- Oversee the preparation and submission of annual activity-based project budgets as well as monthly.
- Support the Grant Acquisition and Management team in donor meetings to preposition for new programme ideas and models based on evidence related to livelihoods.
- Identifying grant funding opportunities.
- Writing, submitting and managing grant proposals.
- Furnishing prospective funders with supporting documents.
- Lead and motivate the project team and monitor project expenditure and coordinate work with the beneficiaries and volunteers in the project.

Also responsible for all Customer Service matters:

- Attract potential customers by answering product and service questions; suggesting information about other products and services.
- Open customer accounts by recording account information.
- Maintain customer records by updating account information.
- Resolve application problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
- Recommend potential products or services to founder by collecting customer information and analyzing customer needs.
- Prepare product or service reports by collecting and analyzing customer information.
- Contribute to team effort by accomplishing related results as needed.
- Manage all phone calls and messages received on the hotline during and outside working hours.

Aug. 2016 to Oct. 2017 Black Milk
Head of Design

Karantina, Lebanon

Main Responsibilities:

- Develop initial ideas and acquire key information about potential projects, discuss requirements in detail with clients (the brief) and set project schedules.
- Understand clients' needs and the needs of the people using the building to develop lighting concepts and establish final briefs.
- Research and gather information and photographs relating to the project.
- Produce 'sample' or 'mood' boards to present to clients.
- Generate 3D views and render for clients' approval.
- Conduct feasibility studies for projects.
- Keep up to date with new developments in the lighting industry.

June 2015 to Dec. 2015 Envision Design & Contracting
Project Manager

Zouk Mikayel, Lebanon

Main Responsibilities:

- Discuss the objectives, requirements and budget of a project.
- Consulting with other professionals about design.
- Prepare and present reports and design proposals to the client.
- Keeping within financial budgets and deadlines.
- Negotiate with contractors and other professionals.
- Supervise and help to coordinate the work of contractors on site.
- Regular site visits to check on progress, ensuring that the project is running on time and to budget.

Oct. 2011 to May 2015 Afkar Architects
Interior Designer / FF&E Manager

Port of Beirut, Lebanon

Main Responsibilities:

- Plan, design and furnish interior residential and commercial environments.
- Follow-up on projects from preliminary design to execution phase.
- Research and collect new products specifications to be incorporated into production documents.
- Produce tender documentation, detailed drawings & written specifications.
- Prepare drawings, sketches, proposals and quotations for clients.
- Co-ordinate between contractors and suppliers.
- Create mood & sample boards along with 3d visuals.
- Subcontract fabrication, installation, and arrangement of fixtures, accessories, draperies, paint and wall coverings, art work, furniture, and related items.
- Deliver projects under strict deadlines and within the client's budget.

Oct. 2010 to June 2011 Research & Contracting
Part Time Employee as an Interior Designer

Rabieh, Lebanon

Main Responsibilities:

- Convert sketches and specifications for residential spaces and furniture items into detailed CAD drawings.
- Design of cabinets primarily closets.
- Provide tiling plans & elevations.
- Assist senior interior designer in furniture and sanitary selections.
- Prepare room by room booklets for materials & fabrics.

EDUCATION

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| 1991 – 2006 | Collège Saint Joseph <i>Lebanese Baccalaureate Part II</i> | Antoura, Lebanon |
| 2006 – 2011 | Notre Dame University <i>Bachelor of Arts in Interior Design</i> | Zouk Mosbeh, Lebanon |

COMPUTER LITERACY

Expert in AutoCAD 2D & 3D and Microsoft Office.
Familiar with Adobe Photoshop, SketchUp, Relux and 3ds Max.

LANGUAGES

Full proficiency in Arabic, English and French.