

Curricular Vitae (CV)
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EDUCATION

<u>September 2013 - June 2018:</u>	American University of Beirut Bachelor's in Civil and Environmental Engineering Graduated: June 2018
<u>September 1998 - June 2013:</u>	Rawdah High School - Airport Road Lebanese Baccalaureate: Official in 2013 - Life Sciences Mention: Good; Graduated with Honors

EXPERIENCE

<u>July 15, 2019 – Present:</u>	Spectrum Engineering Consultants s.a.r.l. - Beirut, Lebanon / Position Held: Contracts - Procurement Engineer <ul style="list-style-type: none">• Preparing and evaluating tender documents for proposals [Request for Proposal (RFP), Expression of Interest (EOI), Request for Quotation (RFQ), Request for Information (RFI), Pre-Qualification (PQ), Invitation to Bid (ITB)]• Insuring in-time deliverables• Attending pre-proposal conferences• Preparing bills of quantities (BOQ)• Enhancing company profile and experience catalogues
<u>January 21, 2019 – March 4, 2019:</u>	Chaddad Group – Beirut, Lebanon / Position Held: Site Quantity Surveyor <ul style="list-style-type: none">• Quantity surveying on a renovation site (Banque du Liban Tyre)• Worked on measurement sheets (MS) and interim payment certificates (IPC)• Completed Material Approval Requests (MAR) and Field Inspection Requests (FIR)
<u>August 27, 2018 - January 7, 2019:</u>	Chaddad Group - Beirut, Lebanon / Position Held: Intern <ul style="list-style-type: none">• Quantity surveying for tiling, skirting, cladding, painting, plastering, and waterproofing using <i>AutoCAD</i> based maps
<u>May 22, 2017-July 13, 2017:</u>	Construction Management Consultant (CMCCO) - Beirut, Lebanon / Position Held: Intern <ul style="list-style-type: none">• Reviewed and priced claims/counter claims• Introduced to FIDIC, quantity surveying (QS), and the application of earned value• Reviewed and prepared program management manuals
<u>August 1, 2016-September 2, 2016:</u>	Dynamic Maintenance and Management - Beirut, Lebanon / Position Held: Intern <ul style="list-style-type: none">• Visited sites that needed maintenance• Learnt more about contracting and bills of quantities (BOQ)
<u>June 2016-July 2016:</u>	Spectrum Engineering Consultants s.a.r.l. - Beirut, Lebanon / Position Held: Intern <ul style="list-style-type: none">• Introduced to <i>ETABS</i> and <i>S-Concrete</i>• Designed a project using <i>ETABS</i> and <i>S-Concrete</i>
<u>September 2015-December 2015:</u>	American University of Beirut - Beirut, Lebanon/ Position Held: Lab Assistant <ul style="list-style-type: none">• Lab assistant at the Materials/Asphalt Lab at the American University of Beirut
<u>December 2014-January 2015:</u>	Spectrum Engineering Consultants s.a.r.l. - Beirut, Lebanon / Position Held: Intern <ul style="list-style-type: none">• Converted <i>AutoCAD</i> based maps to <i>Revit</i> based maps

MAJOR PROJECTS ACCOMPLISHED

- Modeling of a building using *Revit* (2014)
- Design of a concrete bowling ball (2015)
- Design of highway alignments using *AutoCAD Civil 3D* (2016)
- Design of a pipe network for a village in Lebanon using *EPANET 2.0* (2016)
- Senior Year Project: *Incorporation of Tire Powder in Concrete Mix* (2018)

SUMMARY SKILLS

- **Computer Skills:** Microsoft Office (Word Document, Excel Worksheet & PowerPoint Presentation) AutoCAD, Revit, ArcGIS, Primavera P6, SAP 2000, Civil 3D, EPANET 2.0, ETABS, S- Concrete, Visual Studio C++ & MATLAB
- **Languages:** Fluent in English and Arabic and a beginner in French and Turkish (oral & written)
- **Soft Skills:** Well organized, calm under pressure, team player, patient, and punctual

EXTRACURRICULAR ACTIVITIES

- Participated in the 7th GC LAU MUN (2012)
- Participated in the ECE Committee Toastmasters International workshop of public speaking at AUB (2012)
- Part of the Lebanese Association for Education and Training – RAY-ALEF, in the act of human rights and the responsible and active youth (2012 - 2013)
- Cabinet member in the RHS Alumni Club – AUB; **Position held:** Secretary (2016)
- Participated in AUB outdoors (food stand) and Souk El Akel - Alek (food stand) both with the RHS Alumni Club-AUB (2016 - 2017)
- Club member in the American Society of Civil Engineers (ASCE) – AUB Chapter (2017-2018)

CERTIFICATES

- Certificate of participation in the 7th GC LAU MUN Annual High School Conference (2012)
- Certificate of achievement for winning second place in Group Table Topic Contest of public speaking at AUB (2012)

- Certificate of excellent participation in the second phase of RAY- ALEF (2013)
- Dean’s Honor List (2018)

INTRESTS AND HOBBIES

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- Interior design of apartments, travelling, meeting new people, and singing.

REFERENCES

Available Upon Request