Rawia Rifaat Malaeb

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Educational Background

Spring 2017   Bachelor of Engineering in Electrical Engineering
Lebanese American University (LAU), Byblos, Lebanon

June 2011   Lebanese Baccalaureate in Life Sciences
Baissour High School, Baissour, Lebanon

Working Experience

Feb 2018-Feb 2019   Electrical Engineer
Socrates & Partners-HAPCO sister Co., Chouf- Lebanon

- Form projects' load lists, sizing of circuit breakers and verification of cables needed for installation on site according to electrical code standards.
- Develop single line diagrams for buildings under construction, design electrical distribution systems, perform quantity take off and BOQs accordingly.
- Coordinate electrical cable tray, plumbing and fire alarm systems installations.
- Review shop drawings plans and form electrical As-Built Drawings.

May 2017-Feb 2018   Junior Electrical Engineer
Conart Engineering, Aley-Lebanon

- Designed home lights decoration outlets of projects in hand, calculated electrical project loads and performed projects' planning studies with adequate sizing of "Power Panels".
- Tracked the development and enhancement of different projects.
- Formed As-Built-Drawing for completed projects.

Summer 2016   Electrical Engineer Trainee
Otis Elevator Company, Mkalles-Lebanon

- Learned different engineering techniques and exposed to professional and ethical responsibilities.
- Applied critical thinking and problem solving methods to find appropriate solutions.

2012-2017   Librarian Assistant
Lebanese American University, Byblos-Lebanon

- Trained new assistants on the use of library databases, Olib software and explained how to read shelf marks and to reshelf books.
- Guided students to attain proper information for researches and field studies.

Activities

- Volunteer in the Lebanese Red Cross-Youth Department, Aley Center   *2017-present*
- Member in the Robotics Club, LAU Chapter   *2014-2016*

Participated in a variety of activities and experiments organized by the club

- Member in the IEEE Club, LAU Chapter   *2012-2016*

Participated in several workshops (Robotic Arm, Teacher in Service Program (TISP))

Languages

Arabic, English

Computer Skills

Microsoft office, Java programming language, AutoCAD, Quartus, Ecodial,
PSpice, MatLab, Olib Worldview