

Nancy Al Kalach

Beirut, Lebanon

Nancykalach@outlook.com

Cell: +961 71408016

EDUCATION

2015-2019 Lebanese American University, Lebanon, B.E. in Industrial Engineering (ABET)

- Overall GPA: 3.26 /4
- Honors: Placed on LAU's Honor List
- Courses taken include: Six Sigma, Industrial Engineering Application in the Service Industry, Facilities Planning and Logistics, Project Management, Supply Chain Management, Production Systems, Inventory Analysis, Quality Control, Risk Assessment and Management and Operations Research.
- Final Year Project: Design of a decision support tool for evaluating public transport alternatives

Collège du Sacré-Cœur, Gemmayzeh ,The Lebanese Baccalaureate-General Sciences

WORK EXPERIENCE

Pepsico SARL

Summer 2018

Quality Control Department – 2-month Internship

- Monitoring operations to ensure that they meet production standards
- Inspecting, testing, or measuring materials and products being produced
- Removing all products and materials that fail to meet specifications
- Discussing inspection results with those responsible for products

Lebanese American University

2015-2019

Student Assistant - IT Department

- Assisting in quality assurance administration
- Ensuring that the post office emails and letters are received
- Helping in arranging office equipment & supplies

EXTRACURRICULAR ACTIVITIES

Private lessons tutoring (2015-Present)

- University courses
- School Students tutoring

IISE: Institute of Industrial & System Engineers (2017-2019)

Member

- Plans and provides learning activities by communicating with industries
- Organizes professional field trips, seminars and student development weekends

Pioneers of Hope Club (2017-2019)

Secretary

- Writing letters/emails from the Club to other Clubs/Leagues or individuals
- Making arrangements including venue, date, times and hospitality for club meetings
- Ensuring meetings are effectively organized

Mini Studio Club (2013-2018)

- Working in kids events
- Performing on stage in kids shows

SKILLS

Languages

English (Fluent), French (Good), and Arabic (Native)

Computer Skills

Microsoft Word, Excel, PowerPoint, Lingo, Intermediate java coding ability
