

# Lara Hmayed

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Date of Birth: 13/10/1997

## OBJECTIVE SUMMARY

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A highly motivated graduate with a BA in Interior Architecture having established leadership, creative and organizational skills. Currently seeking a job opportunity to gain further experience in the fields already exposed to and to develop the set of skills accumulated throughout the years at university.

## EDUCATION

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From 2015 to June 2019	<b>Lebanese American University</b> Bachelor in Interior Architecture	Beirut, Lebanon
From 2001 to 2015	<b>École des filles de la charité</b> Lebanese Baccalaureate: Official in 2015	Beirut, Lebanon

## EXPERIENCE

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From 09/2015 to Present	<b>Lebanese American University, PR &amp; Social Media Officer</b> Public Relations and Media Office	Beirut, Lebanon
<ul style="list-style-type: none"><li>• Making weekly and monthly Social Media reports</li><li>• Attending and covering on and off campus lectures and activities of different topics</li><li>• Assisting in covering university events on social media (e.g. including Media Dinners, Gala Dinners, Fashion Runways, Commencements)</li><li>• Contacting different administrations and institutions for different purposes upon request</li><li>• Researching and analyzing different topics related to the field</li><li>• Providing administrative support and help manage the workload</li></ul>		
From 01/2019 to 03/2019	<b>My Projects Holding, Intern</b>	Beirut, Lebanon
<ul style="list-style-type: none"><li>• Helping fulltime Architects and Interior Architects at the company complete their tasks</li><li>• Drawing floor plans and sections</li><li>• Drawing realistic 3D renderings of the spaces designed</li><li>• Going on site visits in parallel with digital/design work</li></ul>		
From 2017 to 2018	<b>Campus Student Council, Social Media Manager</b>	Beirut, Lebanon
<ul style="list-style-type: none"><li>• Consistently updating about the Council members and projects</li><li>• Informing the followers of incoming events organized by the Council.</li></ul>		

## EXTRACURRICULAR ACTIVITIES

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From 2018 to 2019	<b>Model Arab League, Trainer</b>
<ul style="list-style-type: none"><li>- Prepare high school students for the final conference.</li></ul>	

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- Provide training in research, public speaking, resolution writing, rules of procedure, leadership and conference management.

**From 2017 to 2019**

**LAU Case Competition, Outreach and Registration Coordinator**

- Contacting universities to inform them of the program and convince them to join.
- Completing Excel sheets and Google forms.

**From 2017 to 2018**

**Campus Student Council, Active Member**

- Helping share student ideas, interests and concerns with the University community.
- Planning events that contribute to University spirit and community welfare.
- Organizing and carry out University activities and services projects.

**From 2016 to 2017**

**Model Arab League, School Relations Coordinator**

- Contacting schools to inform them of the program and convince them to join.
- Completing Excel sheets and Google forms.

**From 2015 to 2019**

*Active member in several clubs at university, including the Human Rights club, the Journalism club, the Hiking and Camping club and the Football Fan club.*

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**SKILLSET SUMMARY**

**COMPUTER SKILLS:**

- Advanced computer literacy (Excel, Word, PowerPoint).
- Advanced computer skills in AutoCAD, Lumion, Rhinoceros and Sketch Up.
- Advanced computer skills in Adobe Applications (Illustrator, Photoshop, InDesign, Premiere, After Effects).

**LANGUAGES:**

- Fluent, with good presentation and writing skills, in Arabic, English, and French.
- Advanced presentation and writing skills in Spanish.
- Elementary speaking and writing proficiency in Italian.

**SOFT SKILLS:**

- Highly dedicated and adaptive to any work environment.
- Effective in communication and relationship-building skills.
- Strongly committed to the team, as a leader or a member.
- Strong tendency to quickly analyze and act upon changes.
- Strong ability to develop innovative and creative solutions to problems at work.

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**REFERENCES**

Available upon request.

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