

Mohamad Awad

Focused, highly motivated, efficient.

Saida, Lebanon
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EDUCATION

American University of Beirut, Maroun Semaan Faculty of Engineering and Architecture, Beirut, Lebanon — Bachelor of Engineering in Mechanical Engineering

September 2014 - June 2018

EXPERIENCE

Construction Management Consultant Co.
Beirut, Lebanon — *Intern*

June 2018 – August 2018

Introduced to correspondence and communication procedures, progress reporting, and design and planning management.

Khatib & Alami

Beirut, Lebanon — *Intern at MEA New Training and Aviation Center*

August 2017 - one month

Investigated mechanical, firefighting, and HVAC systems in addition to testing and ensuring that the contractor applied the designer standards

American University of Beirut – Visitors' Bureau Office
Beirut, Lebanon — *Visitors Bureau Assistant Manager*

September 2016 - June 2018

Supervised the booking system for campus tours including the booking, scheduling, and confirmation, interviewed, recruited, assigned and trained new students at the office, managed the operation of the gift shop including buying merchandise and maintaining all financial records, performed related work as required such as giving guided campus tours to visitors and organized the students' schedule and working shifts at the office in addition to payments processing

Palestinian Boy Scouts and Girl Guides Association

Saida, Lebanon — *Scouts Leader with "Wooden Badge Ticket"*

October 2002 - PRESENT

Trained all scout members in the district of Saida, monitored cubs, gave lectures, and organized events

Freelance translator and transcriptionist

November 2017 - PRESENT

Translated and transcribed focus group discussions and individual interviews from Arabic to English

EXTRACURRICULAR ACTIVITIES/VOLUNTEERING

University for Seniors, American University of Beirut — Lecturer

July 2017 - December 2017

Prepared the material and lesson plan for a study group to seniors (aged 50 and above) about using the iPad

Palestinian Cultural Club, American University of Beirut — President

August 2017 – May 2018

Represented the club & presided over its meetings, planned the activities with cabinet members & held responsibility for club actions & activities

SKILLS

Communications;
Organization; Training;
Strategic Planning;
Managerial Leadership;
Public Speaking; Microsoft Office (Word, PowerPoint, Excel, Publisher); Ansys; Visual Studio; MATLAB; AutoCad; Fusion 3D

AWARDS

Hani Qaddumi Scholarship to study at the American University of Beirut, September 2014

Aisha 'Om Al Mu'mineen Scholarship to study at the Makassed Islamic High School, September 2008-June 2014

LANGUAGES

Arabic (native), English (excellent)

PROFESSIONAL/PERSONAL DEVELOPMENT

Design Thinking and Business Development, The Nawayya Network, May 2019

Gender-Based Violence Awareness Workshop, Unite Lebanon Youth Project, January 2016

Drama and Theatre Workshop, Unite Lebanon Youth Project, January 2016

Public Speaking Workshop, LOYAC, January 2015

Communication Skills Workshop, UNICEF, July 2011

REFERENCES

Available upon request