

# OLGA S. EL KIK

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## EDUCATION

FALL 2019

**ME IN ENVIRONMENTAL ENGINEERING**, AMERICAN UNIVERSITY OF BEIRUT (AUB)

SUMMER 2016

**BE IN CIVIL ENGINEERING, GPA 3.7, HIGH DISTINCTION HONOR**, NOTRE DAME UNIVERSITY (NDU), ZOUK MOSBEH

SUMMER 2011

**HIGH SCHOOL (BACII), GRADUATED WITH HONOR**, NOTRE DAME DE LOUAIZE, ZOUK MOSBEH

## EXPERIENCE

FEBRUARY 2017 – SEPTEMBER 2019

**MASTER THESIS ON INTEGRATION OF TWO TECHNOLOGIES FOR WASTEWATER TREATMENT** AMERICAN UNIVERSITY OF BEIRUT (AUB)

- Designed and monitored 4 reactors with new configuration for wastewater treatment; Performed gas analysis using a Gas Chromatograph (GC), acetate analysis using a High-Performance Liquid Chromatography (HPLC) and COD analysis using a Spectrophotometer; Monitored Pressure sensors and Data Logger for voltage reading; Currently working on a review paper and papers regarding my Masters' Thesis for publication.
- Assisted my Thesis Advisor in two courses: The Landfill Engineering Design course and waste management and Treatment course; Worked 2 years in the environmental lab mainly on water testing (Physico-Chemical parameters: chlorides, alkalinity, hardness, TSS, VSS, pH, total Nitrogen, etc.), and bacterial testing (e-coli and total Coliform) as part of my Graduate Assistantship duties.

SUMMER 2015

**INTERNSHIP**, ABNIAH S.A.R.L.

In "Abdel Wahab 618" project- Achrafiyeh:

- Assisted the Site Engineer in his daily tasks (supervising finishing works) on Abdel Wahab site; Was exposed to all the executed structural works including steel reinforcement and post tensioning systems; Went through all drawings; Did quantity surveying.

In "LAU Engineering Labs (ELRC)" project- Jbeil:

- Was involved in site supervision of civil works (Concrete and Steel); Prepared excel sheets for the steel reinforcement.

#### **SUMMER 2014**

##### **INTERNSHIP, OTCE LIBAN S.A.R.L. OFFICES - AWKAR**

- Prepared Bill of Quantities (BOQ) and AutoCAD civil drawings from architectural drawings; Provided office typical BOQ steel ratio for some structural elements; Calculated Load Run Down for many projects (Villas-Towers-Coastal Projects); Worked on site (Crystal Towers and Plaza Towers-Antelias).

## **EMPLOYMENT**

#### **MAY 2019 – PRESENT**

##### **RESEARCH ASSISTANT LEBANESE AMERICAN UNIVERSITY (LAU), BYBLOS CAMPUS**

- Assisting Dr. Mahmoud Wazne, who is in charge of the Litani Peer project, in running anaerobic treatment reactors for batch experiments of mono and co-digestion of different types of food waste collected from industries discharging their wastewater into the river.

#### **SUMMER 2013**

##### **ADMINISTRATIVE ASSISTANT OF THE MAYOR, ZOUK MOSBEH MUNICIPALITY**

- Scheduled the work of police officers and security; Organized mayor's visits; Prepared monthly the list of medicines for people according to their medical reports; Issued special identity cards for foreign habitants; Organized meetings for municipality members; Contacted other municipalities to follow up and reported their new events to the Mayor.

#### **SUMMER 2011 AND SUMMER 2012**

##### **TEACHING PHYSICS, MATH, CHEMISTRY AND BIOLOGY, ECOLE PLUS SCHOOL**

- Taught 8 students daily; Prepared assignments and special tests for students having entrance and transfer exams; Produced special reports for parents and school.

#### **SUMMER 2009 AND SUMMER 2010**

##### **ADJUSTOR AND ASSISTANT, GLOBEMED**

- Assisted employees in auditing 150 claims daily and filing; Contacted providers for claims submission and checked all contracts; Called new providers for training sessions and meetings.

## **SKILLS**

- Proficient in Microsoft Office (Word, Excel, PowerPoint), AutoCAD, sap 2000, and GPS-X
- Programming: C++
- Good written and oral communication skills. Languages: English, French, Arabic, Italian and German
- Bac Diploma from the Higher Lebanese Conservatory in Opera singing

## **REFERENCES**

AVAILABLE UPON REQUEST