



Santana Abiassaf

Nationality: Lebanese

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Objective

Seeking a position with an organization where demonstrated skills in marketing, public relation and administration, that can be used to increase profitability and promote growth. Moreover, to integrate my writing skills, advertising campaign and media relations expertise to accomplish the agency's ultimate marketing goals.

I look forward to utilize my skills, abilities and strategic which allowing me to attain the maximum experience I can gain.

Education

- Masters in Architecture, 2018 *Holy Spirit University of Kaslik - Lebanon*
- Bachelor of science in Architectural Studies, 2016 *Holy Spirit University of Kaslik - Lebanon*
- Baccalaureate, 2012 *Freres Maristes Jbeil/Amchit - Lebanon*

Professional Experience

May 2019 – Present **NJM Group**
Architect coordinator

Jdeide-Lebanon

Responsibilities:

- Assisting with hotels renovation
- Reporting to the Managing Director
- Creating building and interior designs highly detailed drawings.
- Working closely with a team of other professionals such as electrical and mechanical engineers
- Adapting plans according to circumstances
- Playing a part in project management

May 2016 – January 2019 **SAINT RAFQA MISSION OF HOPE AND MERCY** **Colorado-Lebanon**
Community outreach and program coordination – Operation Field Manager

Responsibilities:

- Liaising and building relationships with members
- Establishing procedure guide that include volunteer recruiting, training and on-site event management
- Organizing and following up on monthly food distribution
- Planning events within time limits
- Working with members to identify the refugees needs and ensure their satisfaction

June 2016 – August 2017 **NAJM ENGINEERING AND CONTRACTING**
Architect coordinator

Jdeide-Lebanon

Responsibilities:

- Meeting with clients to discuss project objectives, needs and budget
- Coordinating with consultant
- Assisting with construction administration
- Maintaining open communication with all team members
- Reporting to the Managing Director
- Creating building designs and highly detailed drawings.
- Working closely with a team of other professionals such as engineers, construction managers, quantity surveyors and architectural technologists
- Adapting plans according to circumstances
- Playing a part in project and team management
- Excellent designing and drafting skills and proficiency with computer-aided design (AUTOCAD, 3D MAX & PHOTOSHOP)

Summer 2012/13/14/15/16 **EDDESANDS HOTEL AND WELLNESS RESOR**
Public and Guest relation officer

Jbeil-Lebanon

Responsibilities:

- Developing PR strategies and campaigns
- Building positive relationships with stakeholders, media and the public
- Seeking opportunities for partnerships, sponsorships and advertising
- Addressing and escalating customer complaints
- Providing information about facilities and services
- Preparing and submitting PR reports

Training:

June 2015 – Sep 2015

INTERNSHIP AT PZARCHITECTS

Jbeil-Lebanon

- Intern at the office and on site
- Rotation on all departments
- Proven ability to quickly learn and apply new techniques
- Ability to work under pressure and in a collaborative team environment

15 January - 25 January 2015.

DESIGN-BUILD WORKSHOP

Tacloban-Philippines

- Innovative thinking on how to deal with disasters.
- Building houses adaptable with the situations

Technical Skills and Certifications:

Microsoft Office: Excel, Word, PowerPoint

AutoCAD

Photoshop CS6

Corel Draw

Languages

Fluent in French, English, and Arabic

Skills

Highly Responsible, Highly Organized & Strong Analytical Abilities,

Tolerant & flexible to different situations, Sociable and team work process