

Lara Khaddaj

Quabreshmoun (Mount Lebanon), Lebanon

+96170690535

lara.khaddaj@gmail.com

5 years of experience as an Operation & Project Coordinator in Interior & Graphic Design Companies. Coordination and completion of projects on time within budget and within scope. Managing company's overall supply chain and operations. Overseeing all aspects of projects. Preparing tenders, BOQs, contracts & reports.

PERSONAL INFORMATION

Nationality : Lebanese

Marital status: Married

Date of Birth : 09/06/1992

EDUCATION

- MBA – Supply Chain Management (September 2019 – Present)
Sagesse University
Beirut, Lebanon
- B.A. in Interior Design (September 2010 – August 2013)
Lebanese American University
Beirut, Lebanon

PROFESSIONAL EXPERIENCE

- I- **Retention Support Teacher** - American Lebanese Language Center
(Sponsored by Unicef and Ministry of education) at Kabershmoun
Remhala Official School. (March 2017 – April 2018)
- II- **Head of Design Section** (September 2016 – Present)
Arma Sign (Ghassan Khaddaj Advertising)
 - Coordinated the flow of work and material of each project according to production schedule.
 - Designed ads for more than 50 stores and companies.
 - Worked on “Solvent Digital Printer”.
 - Worked on “Vinyl Cutting Machine”.
- III- **Operations & Sales Manager at Vick Vanlian** (August 2015- September 2016)
 - Handled high-end interior design projects.
 - Managed company's overall supply chain and operations.
 - Supervised the creation of any product from the delivery of source material from the supplier to the manufacturer to the client.
 - Worked on BOQs, tenders, contracts and reports.
 - Worked as a Sales Manager by introducing all Vick Vanlian's collection to clients that visit the showroom.
- IV- **Project Coordinator & Interior Architect at Mobili UNO S.A.L.** (April 2014- July 2015)
 - Managed furniture projects from start to finish.
 - Reviewed the initial request, tracked and managed the tender process to submit the final bid to purchaser through working on RFQs, BOQs, and studying all documents and AutoCAD plans.
 - Planned and selected various styles of furniture design (Classic, Modern, European, Fareast...)
 - Worked as a local Project Coordinator by preparing offers for Mobilitop's clients.
 - Worked as an architect interior designer and dealt with clients who are not sure whether their furniture selection confers with their house dimensions or no by directly furnishing their plans.
 - Advised clients on furniture layout and color coordination according to specific dimensions.
 - Designed all kinds of furniture (Cabinets, Closets, TV stands, etc.) in case the client didn't find his request in the showroom, using (AutoCAD 2D-3D, Photoshop, Illustration.)
- V- **Interior & Landscape Designer at Golden Rose International**
G.R.I. group Landscape architecture (September 2013 – March 2014)
 - Drew interior and landscape general plans- detailed (AutoCAD drawing 2D- 3D, Photoshop and Rendering).
 - Defined with the client the project's characteristics (space, materials, plants...)
 - Worked on BOQs, material research, and meetings with clients and suppliers.
 - Supervised the nursery's issues.

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SKILLS & EXPERTISE

Computer: Microsoft (Word, Excel, Power point), AutoCAD “2D-3D”, Photoshop, CorelDRAW, Illustrator, Sketch up, Adobe Premier (Intermediate level).

Languages: Arabic (Mother tongue) - English (Language of instruction at school & university)

Available Upon Request.