JOY-NAJEM ELKHOURY

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PAUL ELKHOURY BLDG, ANTELIAS, MOUNT LEBANON, LEBANON, MARCH 4, 1995

EDUCATION

BE in Mechanical Engineering, NOTRE DAME UNIVERSITY - LOUAIZE, ZOUK MOSBEH, LEBANON

Sept. 2013 – Dec. 2018

Graduate Courses:

- Biomechanics
- Piping Networks
- Internal Combustion Engines
- Renewable Energy Systems

EXPERIENCE

Founder and Co-owner, STRAPS BEIRUT, ONLINE STORE, LEBANON

Jan. 2019 - Present

- Handled logistics, financial statements and monetary transactions of inbound and outbound orders.
- Developed an order frequency logging and monitoring tool that helped achieve total sales of more than $4,000 in 9 months.

Real Estate Agent Shadow, JSK BROKERAGE, LEBANON

Jun. 2019

- Assisted senior real estate agent in more than 15 property valuations and several client meetings.
- Managed agent's Salesforce Customer Relations Management System handling meetings, property listings and client details.
- Helped with scripting and finalizing a lease contract with a total value of $72,000.

Summer Intern – 2018 Summer Internship Program, BANK AUDI S.A.L, LEBANON

Aug. 2018

- Learned the standard procedures of everyday banking and customer service.
- Participated in Innovation Day with Dot NGO at head office & learned how to effectively launch a business from an idea, distribute roles in a team and study the target audience and impact of an idea on society.

Assistant Project Manager, NAFCO STEEL ENGINEERING, LEBANON

June. 2018-Aug.2018

- Assisted project manager in overseeing the manufacturing of 10 gas stations shipped to Liberia.
- Performed quality check for ingoing manufacturing products upon delivery.
- Participated in the rebranding process by creating a portfolio of 7 new company logos and more than 20 variations of the existing one.
- Developed a financial & inventory management system alongside a project management tool that helped accumulate data and standardize processes for more efficiency and better pricing precision.

ACHIEVEMENTS

Project Manager, SENIOR PROJECT, NOTRE DAME UNIVERSITY, LEBANON

Jun. 2018 – Dec. 2018

- Researched and designed a fully operational industrial machine that separates metal from plastic, used in the recycling process of solid waste and able to produce 10 kg of plastic per hour.
- Forecasted a budget of $10,000 and distributed financing on different components based on priority, relevance and contribution to the machine's efficiency.
- Handled financial monitoring, orders, and budget control during the whole process which enabled the team to finish and deliver the project with $2,000 to spare.
- Delivered machine to L'Écoute NGO which are currently using it to recycle more than 5M shotgun shells.
  - Awarded Highest Prize of Funding, LIRA PROJECT FUNDING PROGRAM. $3,000 TO COMPLETE OUR SENIOR PROJECT.
  - UNDP Live Lebanon Sponsorship, APPLIED FOR SPONSORSHIP AND RECEIVED $7,840 TO COMPLETE OUR SENIOR PROJECT.

Vice President, ROTARACT CLUB OF BEIRUT METROPOLITAN, LEBANON

Jul. 2017 - Jul.2018

- Participated in the launching of the club in 2015 as head of Community Service Committee.
- Participated in the recruiting and training of potential members and worked on the amended bylaws during my time as VP.
- Conducted feasibility studies for several community service projects with a total budget of around $10,000.

Chef Troupe VPJ XVIIème Mont Liban II, VAL PÈRE JACQUES SCHOOL, BKENNAYA, LEBANON

Oct. 2015 – Aug. 2017

- Developed an involvement strategy to retain & recruit qualified members that grew the Troupe from 20 members to 55 members in the course of 2 years.
- Developed an integration program for members with social and psychological difficulties.
- Managed group's inventory of material and tools dealing with in and out count, maintenance, supply needs and prioritizing procurement according to a predetermined budget.

SKILLS

- Oral & Written Proficiency in English, French and Arabic. Elementary proficiency in German and Russian.
- Software: AutoCAD, SolidWorks, MATLAB, Excel, MS Office, Brackets, Adobe Illustrator, Photoshop, Premiere.
- Basic Coding: C++, HTML, Python.
- Completed Dan Brown's Master Class for writing thrillers. Skilled writer on professional and nonprofessional levels.