

Suzane JahJah

Civil Engineer

North Lebanon, Tripoli

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Objective

To work in a professionally managed Institution where I can utilize my capabilities for the achievement of the institutional goals and update myself. I will endeavor to be always ready for challenges, at the same time remain steady to accomplish my objective.

Education

- | | |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2009 – 2014 | Bachelor of Engineering in Civil Environmental Engineering
<i>Notre Dame University NDU – Louaize, North Lebanon Campus NLC</i>
<i>Dean's list for five semesters.</i> |
| 2006 – 2009 | Baccalaureate in Life science
David Karam education center – Lebanon |

Employment History

April 2019-September 2019: Engineer Consultant through Agency for Technical Cooperation and development (ACTED) for North Lebanon Water Establishment in WaterCad Software. (6-month Project Period)

- Support in preparation of database:
 - Cleaning of existing data (remove overlaps between various versions / sources)
 - Information on the network that is available from other information systems (subscriptions in order to determine the water demand....)
 - GPS location of pipes, pipe diameter, pipe material, age, etc.....
 - Verify the quality of data by undertaking quality checks in the field.
 - field visit to collect additional data that is needed to obtain a complete database, including elevation data.
 - Information on pumping schedule and distribution schedule.
 - Information on water demand patterns (from existing flow meter) in order to perform extended period stimulations.
- Data migration to Water Cad and hydraulic analysis:
 - Entering demand information
 - Entering / importing base maps, cadastral data, elevation data from GIS / DIM / Topo survey
 - Entering additional information for tanks and pumps (including control and schedules)
 - Adding valves
 - Model Validation
 - Run Steady-State analysis for the system

Nov 2013–March 2019: Ghanem Ghanem Company Trading & Contracting, Tripoli, Lebanon
Civil Engineer

- Design and prepare Structure, interior architecture, sanitary and electrical plans.
- Supervising the excavation works according to the coordinates set up by topographer.
- Supervising concrete works according to standards and shop drawing plans.
- Supervising finishing works (Tiling, Gypsum Boards, Paint...)
- Analyze survey reports, maps, drawings, blueprints, aerial photography, and other topographical or geologic data to plan projects.
- Evaluating tender documents, drawings, & schedules.
- Computes costs by analyzing labor, material, and time requirements.
- Maintains technical knowledge by attending educational workshops; reviewing technical publications.
- Prepares checking lists for workshops and events on request.
- Compute load and grade requirements, water flow rates, and material stress factors to determine design specifications.
- Direct construction, operations, and maintenance activities at project site.
- Estimate quantities and cost of materials, equipment, or labor to determine project feasibility.
- Prepare or present public reports, such as bid proposals, deeds, environmental impact statements, and property and right-of-way descriptions.
- Managing budgets and project resources.
- Scheduling material and equipment purchases and deliveries.
- Making sure the project complies with legal requirements, especially health and safety.
- Assessing the sustainability and environmental impact of projects.
- Ensuring projects run smoothly and structures are completed within budget and on time.
- Fresh engineers training and supervision during projects.

March 2010–February 2018: Part-Time Private Teacher.

- Integrated reading and writing to offer new perspective and respect for student's own life stories.
- Monitored, assessed, and remediated student performance
- Developed and implemented comprehensive lesson plans that accommodated specific level of learners while offering support to make certain each student was able to grasp materials
- Identified, selected, and modified resources to meet student's diverse needs and integrated worksheets to vary lessons and consolidate concepts

Trainings & Internships

March 2012– March 2013: Member of the Society of Civil Engineers SCE - NDU- Louaize

- Prepare and organize meetings; prepare and distribute meeting minutes.
- Support the president in organizing and planning.

October 2009– Feb 2014: Assistant to Dr. Dalia Abdel Al massih- NDU- Louaize, Faculty of Engineering

- Answer general phone inquiries using a professional and courteous manner.
- Direct phone inquiries to the appropriate staff members.
- Reply to general information requests with the accurate information.
- Update and ensure the accuracy of the organization's databases.
- Back up electronic files using proper procedures.

Competencies & Skills

Training: Project management Professional

Computing: ETABS, ENVI, AutoCAD, Sap 2000, Water Cad, EPA net, ArcGIS, GPS, Civil 3D, JWD Beam, Microsoft Office (Excel, Word, Power Point, etc.)

Languages

- English (Fluent)
- French (intermediate)
- Arabic (native)

Interests

- Reading
- Play Strategic game
- Volleyball

References

Available Upon request