

JOYCE EL RAYESS

Date of birth: 26 July 1992

Adma, Lebanon

Mobile: +961 70/616410

Email: joyce.rayes@gmail.com

Objective

To obtain a full time job with an opportunity for growth and career advancement based on challenging assignments and responsibilities where I will utilize my analytical and leadership skills for organizational growth.

Education

Bachelor degree

June 2015:

Université Saint Joseph (USJ), Beirut, Lebanon

Civil engineering-Specialty: Building and business management.

Management courses: Macroeconomic, financial management, accounting And marketing.

Projects:

2015 Final Year:

Final Project: C-Tower formed of 24 floors, working on the foundations, Upper structure and the stability of the tower.

Primavera Project:

2014:

Planning schedule of a GYM formed of 1 basement and 2 floors.

Foundation Project: Building 1 basement and 4 floors, working on the raft.

Structure Project: Building 1 basement and 4 floors, working on the Upper structure (Slabs, beams, columns ...).

2013:

Architecture Project, Building 1 basement and 4 floors.

June 2010:

Collège des Sœurs des Saints Cœurs (SSCC) , Beirut , Lebanon

Bac .II, Science Générale.

Work Experience

Sept 2018-Sept 2019:

Projects Engineer (Full Time Job),(National Paints Factories Co. S.A.R.L.)

“Trading & Manufacturing of paints and protective coatings”.

-Attending two trainings in National Paints Jordan and National Paints Sharjah.

-Follow up on projects and site visits.

-Working on technical submittals in order to specify the suitable systems.

-Prepare Quotations Supply only.

-Working on BOQ and specifications of the tendering and ongoing projects.

-Setting meetings with clients and regular follow up.

-Direct approach and company profile presentation.

-Working on visiting potential clients (Engineers, architects, contractors and Applicators).

-Assisting the application of the samples on site.

-Checking the procedure of the applications (emulsion and enamel painting Systems and epoxy protective coatings for floors and walls).

-Specify technical solutions for all the construction and finishing phases Problems.

-Working on extending the products range and covering new fields.

-Resolving the complaints from the clients and finding the appropriate solutions.

-Sharing technical advices with the sales teams.

-Closing deals with new contractors and applicators.

May 2017-June 2018: R&D Specifications & Systems Engineer (Full Time Job), (INTERTECTRA)

“Trading & Contracting company for building construction materials”.

- Follow up with projects sales team about new products.
- Share Technical information with the marketing unit regarding any new Product and to prepare its launching.
- Follow up on complaints from clients and assist the sales team with the right Technical solutions.
- Follow up on projects, site visits and technical support to provide the suitable Products.
- Working on technical submittals and compliances to specify all the products.
- Prepare Quotations Supply only.
- Working on completing all the range of products and analyzing the Results (prices v/s quantity)
- Working on importing new technologies, systems and inventions.
- To contact all the suppliers that we are working with and report the technical Cases faced with the sales and execution department.
- To prepare seminars and visits for consultants to specify our products.
- To make visits and presentations for architects, interior designers, contractors And engineers.
- To cover new fields on projects like preprufe system, PVC tanking, epoxy Flooring, cover expansion joints for bridges and buildings, sports flooring, Raised floors, concrete repairs, plasters, paints, adhesives and all kind of Waterproofing systems regarding polyurethane, injections and bituminous Membranes.

March-April 2017: Sales Representative (Full Time Job), (Najem Group & Co S.a.r.l.)

"Manufacturers of marble, stone, limestone, granite, mosaic & artwork. Mosaic designs for all kind of surfaces. Laser etching on stone"

- Working as Quantity Surveyor.
- Preparing Bills of Quantities for tendering projects.
- Preparing Quotation for marbles, stones with all specific details.
- Assisting to all technical procedures in the labs regarding the fabrication of Marbles, mosaic and granites.
- Indoor Customer adviser to all engineers, architects and designers...

2015-2016: Private lessons for Brevet students, Possessing an effective, positive, and flexible teaching style with the willingness to work beyond the call of duty: teaching and preparing private students for exams and evaluations in:

- Maths
- Physics
- Chemistry
- Biology

August 2015-Dec 2016: Specification Engineer (Full Time Job), (Technical Scope S.a.r.l),

Trading company for chemical construction materials

“Specification Engineer, Attending **Big 5**, Dubai 2015”.

- Specifying chemical construction materials regarding liquid waterproofing Systems, torch applied membranes, grout, Bitumen primers, sealant and Protective coatings and other products for architectural and structural design.
- Providing solutions for construction problems.
- Checking site supervision and applications regarding “*The Kreet Project*”, “*Admir, Sakr Real Estate*” and many other projects...

- Working on structural and architectural specs to provide best solutions.
- Adjusting Technical Data Sheets.
- Making presentations for our company profile.
- Preparing Technical Submittals for construction materials.
- Preparing Compliance Statements for chemical materials.
- Preparing Quotations supply or supply & apply.
- Preparing Products List, Price List...
- Making Market Studies.
- Follow up with Consultants to specify the products.
- Working on approvals with Consultants regarding ERGA (Project: “*Bois de Bekfaya*”), Rafik El Khoury (Project: “*Admir*”), Engineer Youssef Riachi (Project: “*SSCC Kfarhabab*”, “*SSCC Ain Najem*”), Bureau D’études Nabil Hennaoui (Projects: “*Twin 50*”, “*Ayoub Tower*”), Spectrum Engineering Consultant (Project: “*Renovation of 150 public schools*”) and making Presentation to Dar AL Handasah Shair & partners.
- Follow up with Contractors, key accounts and applicators...
- Closing deals with contractors regarding SNH, Kfoury Engineering & Contracting, Delta Engineering Construction...

June –August 2014: Junior civil engineer (internship), (MAN ENTERPRISE)

- Checking site forms in use.
- Quantity take of exercise.
- Checking sample contracts /PO signed.
- Reading monthly reports.
- Reading contracts documents, spec & BOQ.
- Understanding planning- activities in progress.
- Attending concrete pouring in progress.
- Attending finishing trades in progress.
- Attending sites regarding Sama Beirut, Damac Tower, Credit Libanais, District S and Beirut Terraces.

2013-2014: Private lessons for grades 7 and 8, implanting knowledge and engaging students to learn:

- Maths
- Physics

July –August 2013: Junior civil engineer (internship), (General Engineering Technology)

- On a site in Aley (Hotel Tanios), attending concrete works.
- On a site in Bhersaf (Castle), attending finishing works.

July-August 2012: Topographic internship, Université Saint Joseph- ESIB.

Skills:

- **Languages:** Arabic, English and French.
- **Computer skills:** AutoCad, Robot , Primavera , S-Concrete , Revit, Matlab , Microsoft word And Microsoft Excel.
- **Personal skills:** Patience, tolerance, organization, high levels of energy, team work and communication skills.

Hobbies:

- Teaching and Photography.