



# JOANNA KATTAR

Lebanon, Beirut  
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## LANGUAGES

- **Arabic, French and English:**  
Full professional proficiency
- **Spanish:**  
Advanced working proficiency

## COMPUTER LITERACY

- **Microsoft Office Suite**
- **AutoCAD**
- **Primavera P6**

## VOLUNTEERING

- **English Teacher & Operations Consultant**  
NGO Amel
- **Caregiver**  
Alzheimer's Association Lebanon
- **Soup Kitchen Attendant**  
NGO FoodBlessed
- **Management Society**  
American University of Beirut
- **Engineering Society**  
American University of Beirut
- **Childcare**  
Charity Movement St. Paul

References are available upon request.

## PROFESSIONAL EXPERIENCE

### Donald George Jones & Partners

July 2010 - Present

#### Project Manager

Emergency department of the Lebanese American University hospital  
International College football field, mini stadium, and players' facilities

#### Design Manager

ABC Verdun department store

#### Assistant Project Manager

First National Bank headquarters, ABC Ashrafieh & Verdun malls, AYA tower, MIKA 1 tower, Unihouse office building, Nicolas Sursock Museum

#### Tasks:

- Following-up design phase to meet clients' requirements
- Preparing specifications and bills of quantities
- Checking the monthly updated schedules to meet all deadlines
- Assessing the monthly payment certificates and monitoring the budget
- Evaluating variation orders
- Preparing and administering contract documents
- Preparing Tender evaluation reports during bidding phases
- Evaluating claims
- Preparing all reports and letters
- Holding weekly meetings with clients and stakeholders
- Preparing the minutes of meetings
- Preparing PowerPoint presentations regarding the progress of works
- Coordinating daily communications and document submissions between all project parties

## EDUCATION

### AMERICAN UNIVERSITY OF BEIRUT

#### MASTERS OF MANAGEMENT (WITH A THESIS)

SEPTEMBER 2010 - DECEMBER 2013

### AMERICAN UNIVERSITY OF BEIRUT

#### BACHELOR OF CIVIL & ENVIRONMENTAL ENGINEERING

SEPTEMBER 2006 - JUNE 2010

## CERTIFICATES

- People Management - IIMBx
- Storytelling in the Workplace - RITx
- Teaching English as a Foreign Language - TEFL Org UK

## TRAININGS

- Marketing Management - University of MarylandX
- Sales Pitch and Closing - Kellogg School of Management at Northwestern University online
- Empathy and Emotional Intelligence at Work - UC BerkeleyX
- Communicating Effectively: Inspire and Convince - DelftX
- Contract Law: From Trust to Promise to Contract - HarvardX
- LEED Green Associate - EcoConsulting (UK) Ltd.