

Name: Caroline Antonios SUCCAR
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Nationality: Lebanese

Education:

BA Interior Architecture
– Lebanese Canadian
University (LCU)
Commercial Product
Skills – Thales University
- France
Executive Secretary
Institute
Interior Design – Holy
Spirit University (USEK)

Statement:

Experienced creative, organized, client-centered and results-orientated administrator/office manager seeking an administrative position where I can apply my analytical and technical competencies, using my excellent communication skills. Good at listening and a talent for customer relations, I also have other essential workplace competencies such as teamwork, time management, etiquette, public speaking and presentation skills.

Areas of Expertise:

Languages (English -Arabic-French)/administrative services/organizational abilities/project management/attention to detail/communication & interpersonal skills/protocol & etiquette

Relevant Work Experience:

2012-2019 Freelance Interior Architect (Lebanon) – Manage, design, execute, and supervise interior design projects from start to finish: communicate with clients and suppliers (verbally and in writing), arrange meetings, monitor concept development, oversee cost control (estimation and supplier quotations), organize purchasing, and handle contracts.

2010-2012 Business Development and Marketing Manager for United Arab Emirates DCNS Naval Group (Dubai) – **Office Manager:** administrative services, coordination, leadership and communication skills/ **Event Manager:** multi-tasking, creative approaches to problem-solving, attention to detail, ability to work under pressure/ **Marketing and Communication Officer:** copywriting, creativity, building and maintaining relationships with key clients, and public speaking,

2002-2009 Business Development and Marketing Executive for Thales International & Thales Raytheon Systems (a multinational mechanical engineering company specializing in defense and security) - **UAE Project Manager** for Thales Raytheon Systems: Coordinator of projects, contracts and paperwork between the company and the UAE army/ **Event Manager** for the Dubai Air Show and IDEX (Abu Dhabi): Initiating contacts with hotels, negotiating quotations, nominating & inviting attendees, following up registration for exhibitors and invitees, hiring hostesses, handling meetings for THALES VIP'S with UAE officials, UAE Army top commanders, and police.

1998-2002 **Executive Assistant for the Country Director** for Thales International. Responsible for travel requests: booked hotels for Thales employees coming from overseas, organized meetings with UAE Officials and the Army for THALES VIP's, attended meetings with the Country Director and took minutes of meetings and reports. Translated documents from Arabic to English or French.

Other skills: Microsoft applications/AutoCAD 2D and 3D/ Photoshop/ 3D Max/VRAY

Languages: Arabic, English and French,

References available upon request