# Grace Faddoul

| Address | Main Road, Al Barbara, Mount Lebanon |
|---|---|
| Date of Birth | 1st Januray 1986 |
| Marital Status | Single |
| Email | grace.faddoul@gmail.com |
| Phone Number | +961 3 47 49 38 |

## Employment

**May 2019 - present**

Head of Creative at Ecomz - BDD Beirut, Lebanon

**September 2015 - 2019**

Product Manager at Ecomz - Jounieh, Lebanon

**March 2013 - 2015**

Senior Visual Communication Designer
at Intouch MENA - Jal el Dib, Lebanon

**May 2011 - 2013**

Digital Consultant & Senior Web Designer
at Profed - Ain el Mraysse, Lebanon

**Jan 2010 - present**

Radio Host & Voice Over
at Radio Strike 97.7 fm - Sin el Fil, Lebanon
at Sawt el Noujoum 107.7 fm - Dora, Lebanon

**Oct 2005 - 2012**

Math & English Teacher
at Notre Dame du Liban - Harissa, Lebanon

**Oct 2010 - 2011**

Senior Web Designer including CSS/HTML
at Kolourz - Sin el Fil, Lebanon

**May 2009 - 2010**

Web Designer including CSS/HTML
at Roof11 - Sed el Bauchrieh, Lebanon

**May 2005 - 2007**

Marketing Coordinator
at Edde Sands - Byblos, Lebanon

## Education

**Holy Spirit Kaslik (USEK) 2005 - 2009**

Bachelor Degree in Mutlimedia

**Lebanese University (UL) 2004 - 2005**

Biochemistry Courses

**Soeurs des Saints Coeurs (SSCC) 1990 - 2003**

General Education, SV Degree

## Seminars

*6 thinking hats & parallel thinking (deBono theory) 2013*

*Certificate from Starmanship*

## Computer Skills

**Software**

- Photoshop
- Illustrator
- XD
- Indesign
- Flash
- 3D max
- Dreamweaver

**Languages**

- Hand coded CSS/HTML
- Basic Actionscript
- Basic Javascript (using JQuery)

## Languages & Skills

| **Languages** | Fluent in Arabic, French, & English |
|---|---|
| **Music** | Guitar & Singing |
| **Scout** | Leader of 9- 15 year old groups |

## Interests

- **Travel in order to discover new cultures**
- **Tennis**
- **Darts**

## References

**Available upon request**

# Roles, Responsibilities & Key Projects

### ecomz Platform
**2015 - Present**

- Branding - logo, brand guidelines, social media, website, exhibition booth design...
- Creating and managing software blueprints.
- Analyzing and executing UX/UI designs.
- Leading the QA team and maintaining the software's quality & performance.
- Defining the project's scope, determining available resources, setting time estimates, and evaluating the team and teams' capabilities.
- Monitoring the progress of tasks within respective timeframes in order to meet the objectives.
- Evaluating all projects in order to determe the cause of deviations from the plan, if present.
- Taking corrective actions to address deviations.
- Creating and designing multi-purposed presentations and documents.
- Setting the team in the right direction by giving out respective tasks.
- Coordinating activities across different organizational functions.
- Assigning different tasks and responsibilities.
- Motivating team members.

### Senior Web Designer
**2009 - Present**

- Front end user interface design using Adobe Creative Suite (i.e. Illustrator, Photoshop).
- Simple animation using Flash.
- CSS, HTML, and hands-on experience of content management systems.
- Users' demands analysis in order to design, explain, and negotiate feedback on wireframes and mockups.
- Expert in user-centered design process, specifically related to accessibility and Web standards.
- General understanding of all aspects of Corporate Communications.
- Experience with project and change management processes.

### Personal Skills

- Self-starting individual with a proven ability to take leadership to ensure the best outcome.
- Strong customer service, negotiation, and influencing skills.
- Experience in working with a variety of specialties and multiple levels of experience.
- Excellent planning and organizational skills.
-  to handle confidential information and deal with sensitive issues carefully.
- Solid technical background, with understanding and hands-on experience in software development and web technologies.
- Solid organizational skills including prioritizing projects, paying attention to details, and multi-tasking.