

Subject: Inquiring for a Project Management position at your company.

Dear Sir/Madam,

I would like to convey my interest in the noteworthy growth of your company in the market. In view of this, I would like to inquire for any vacancies as a Project Manager. I am confident that your company and its role will add value to my educational and professional background.

I Graduated in June 2005 with a BA in Graphic Design from the American University of Technology – Halat.

Presently I am employed at Sabis Educational Services as a Project Manager.

I thank you in advance for your time and deliberation on my resume which you may find attached. I hope that we can discuss matters further in the near future. You may contact me at the below details.

Sincerely Yours,

Serge Abi Nader

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# SERGE E. ABI NADER

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Mobile: + 961 3 11 48 44

[sergeabinader@gmail.com](mailto:sergeabinader@gmail.com)

## Objective

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To be employed as a project manager in a well-established firm

## Education

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| ▪ | 2001 –2005 | BA – Graphic Design | American University of Technology<br>Halat - Lebanon |
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## Work Experience

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9/2015 – till present    *Project Manager* - Books Department                      Sabis Educations Services – Adma

- Plan and coordinate digital production
- Responsible for daily management of the running projects and the resources allocated to the project, both internally and third-party (copywriters, designers, video editors, animators, illustrators...)
- Interfacing with the stakeholders, reporting on progress, and setting expectations
- Closely working with team members and stakeholder on process, requirements, flow of work, functionality & guidelines...
- Developing and regularly updating the documentation and internal process of the department to have a clear visibility on the project plan and track progress.
- Ensuring customer satisfaction and regularly reviewing their happiness with the level of service provided
- Ensure that all projects are delivered on-time, within scope and within budget
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate to management as needed
- Manage the relationship with all stakeholders
- Perform risk management to minimize project risks
- Create and maintain comprehensive project documentation

10/2006 – 8/2015    *Senior Team Leader*    Sabis Educations Services – Adma

- Supervise and lead the graphic designing team
- Participate in designing and redesigning computer graphics, web page graphics, logos, illustrations, advertisements, brochures and many other forms of visual communication
- Analyze and plan the framework of design according to the laid out concept and established specifications of the project
- Ensure that the delivered products or services adhere to the policies and standards of the company
- Delegate job responsibilities among junior team members and oversee that quality work is being completed within the deadline
- Complete the project work within the timeline and estimated budget
- Deal with stakeholders and be the point of contact
- Oversee that new techniques and processes are used to provide best quality of designs, illustrations & animations
- Train and mentor junior designers and entry-level entrants
- Be aware of the latest techniques and procedures used in designs
- Suggest new ways of improving the quality of designs and other project issues
- Assist the team members to choose the right style, attractive graphics, images, and other visual elements to adept them according to the objectives of the project
- Leverage creative and marketing knowledge to develop new creative campaigns for specific targets
- Work in collaboration with colleagues across different departments

7/2006 – 10/2006    *Senior Graphic Designer*    Chemaly & Chemaly – Beirut

02/2003 – 7/2006    *Graphic Designer*    Educational Research Center /  
Librairie du Liban Publishers

## **Extra-Curricular Activities**

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- Member of “**General Directorate of Lebanese Civil Defense**” from 2001 until present. Successfully received all the training needed, be it sea rescue, helicopter or landing rescue aids.
- Adventurous activities, hunting, camping, skiing and listening to music.

## **Trainings/Certifications & Workshops**

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- Project Management Fundamentals in Practice - Management Development I (DDI) - Management Development II (DDI) - Management Development III (DDI) - Maximizing Team Performance - Navigating Beyond Conflict (DD) - Making Meetings Work (DDI) - Coaching for Peak Performance (DDI) - Developing Others (DDI) - Project Online for Project Managers - Communicating for Leadership Success (DDI) - Facilitation Skills - Presentation Skills - Introduction to Neuro-Linguistic Programming - Managing Conflict, Communicating, Coaching and Motivating - Team Building - E-mail Etiquette - Time Management - Effective Meeting Management - Performance Management - Time Management for Managers - Collaboration through Communication - E-Learning - MS Office Project - Advanced Coaching

## **Skills**

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- Interpersonal Skills : Leadership, Teamwork, Team Building, Coaching, Training, Time Management, People Management
- Industry Knowledge : Strategic Planning, Risk Management, Analytical Skills, Business Strategy, Business Planning, Operations Management, Business Process, Presentation Skills
- Tools & Technologies : Microsoft Word, Excel, PowerPoint, Photoshop, Illustrator, InDesign, QuarkXpress, After Effect, Acrobat XD, Acrobat PDF, MS project, PowerBI
- Other Skills : Business Modeling, Reports

## **Languages**

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- Arabic : Mother Language
- English : Good (read, written and spoken)
- French : Good (read, written and spoken)

## **References**

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Available upon request