

Nisrine Abdel Karim Ghalayini

Beirut, Lebanon | Tel: +961 76 617 419 | E-mail: nisrine.ghalayini@hotmail.com | DoB: Sept. 28th, 1997

Education

- Beirut Arab University, Lebanon** **2015 - 2019**
Civil Engineering

Bachelor of Engineering in Civil and Environmental Engineering

Final Year Project: Structural Steel Design: Prepared a literature review on structural engineering and applied structural design for the steel structure and the bill of quantities (BOQ) to the structure.

- Le Lycee National, Choueifat, Lebanon** **2000 - 2015**
General Sciences

Received Excellence Certificate (2015) based on outstanding academic performance in Lebanese baccalaureate.

Internship

- Al Mansaah Company; Structural Engineer Trainee** **Feb. 2021 – May 2021**

- Handling Architectural plans and performing all structural analysis regarding columns, slabs, beams and foundation design.
- Organizing the handled plans on AutoCAD by choosing the appropriate sizes and positions of columns and beams.
- Applying several stages of analysis using different programs (Autodesk Robot 2020, SAFE2016) to assure all assumed values and exporting results.

- Khatib & Alami, Beirut, Lebanon** **Dec. 2018 - Jan. 2019**

- Civil training intern: Eight-week training as a Site Engineer in the Construction Supervision Department (Buildings Section) at Khatib & Alami Consolidated Engineering Company SAL (Fall 2018/2019)
 - Accepted or rejected inspections from the contracting company (Abniyah) according to the demanded standards
 - Performed daily travel paths on the field to maintain the implementation of all procedures



Experience

- United Councils; Data Entry Clerk** **Nov. 2020 – Present**

Responsibilities:

- Entering laws and regulations applied in Qatar, Saudi Arabia, and Dubai... into a simpler form for further use by the lawyers
- Ensuring the accuracy of the firm's database

- AIISO International; CAD Operator** **Freelance**

Responsibilities:

- Handling FIFA World Cup-QATAR architectural plans and working on cleaning all plans and sorting all layers according to a specified standard.

- McDonald's – Dunes; Assistant Manager** **Jan. 2016 - Sept. 2020**

Responsibilities:

- Implemented new learning strategies depending upon employees' skill levels.
- Managed and archived quality documentation and participated in internal and external quality audits.
- Communicated all learning and performance objectives, schedules and training assessments to upper management.
- Analyzed effectiveness of training programs at all levels and recommended updates.

Associations & Extracurricular

- Obtained a certificate of the International Computer Driving License (IC3).
- Attended American Society of Civil Engineering (ASCE) meetings
- Indulged in the different conferences taking place in BAU's Debbieh campus.

Languages & Computer Skills

- Fluent in English, Native Arabic and Basic in French
- Computer Skills: Microsoft Office Suite, AutoCAD, Autodesk Robot, Safe 2016.

Professional Skills

- Interpersonal Skills: Dependability, Responsibility, Leadership, Teamwork
- Organizational skills: Creating and keeping deadlines, team management, decision making, making schedules.