

Lucie N. Semaan

Civil Engineer

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Objective

Fresh Graduate Civil Engineer looking for an entry-level position at a well-established organization.

Work experience

- Assistant Receptionist** September 2019 - May 2020
UOB - Issam Fares Faculty of Technology
- Handling incoming calls and other communications.
 - Managing filing system: Handling all the office paperwork and form typing (excel, word and PowerPoint).
 - Performing general office duties.
 - Organizing the integrity and performance of students' databases.
 - Contacting the students for final drop warnings to make sure they are aware of their academic status.
 - Creating, maintaining, and entering information into databases.
 - Updating paperwork, maintaining documents and word processing.

- Internship** June 2018 - August 2018
Al Matn Engineering and Construction S.A.L
- Managing parts of construction projects; preparing site reports and filling in other paperwork.
 - Overseeing building work and undertaking surveys; setting out sites and organizing facilities.
 - Checking technical designs and drawings to ensure that they are followed correctly and providing technical advice and solving problems on site.
 - Liaising with quantity surveyors about the ordering and negotiating the price of materials.
 - Ensuring that health and safety and sustainability policies and legislation are applied.

- Math Teacher** September 2017 - May 2018
Rafic El Hariri Public School, Akkar
- Planning, developing and executing lessons that reflect the curriculum and the state's core educational standards and employing a variety of methodologies in teaching and instructing pupils.
 - Evaluating the academic and social growth of students and the ability to meet courses standards in mathematical knowledge and skills, and establishing and maintaining standards of student behavior.
 - Planning and developing lesson plans and teaching outlines.

Education

- Bachelor of Engineering** 2021 - Present
University of Balamand
Civil Engineering and Construction
- Bachelor of Science** - 2019
University of Balamand
Civil Engineering and Construction
- Lebanese Baccalaureate** - 2015
National Orthodox School
Life Science

Certifications

- Digital Marketing**
University of Illinois, November 2020
Relevant Skills:
Analytics in Theory and Practice, Principles and Strategies of Marketing, Digital Media, Content Marketing, SEO, SEM
- Engineering Project Management**
Rice University, November 2020
Relevant Skills:
Planning, Management, Cost Management, Team Procurements.

Skills

Languages
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Arabic (native), French, English.

Computer
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ETABS, PRIMAVERA, AutoCAD, PLAXIS

Hobbies

Sports, Camping, Reading.

References

Available upon request.