

NABIH MATTA

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Education

- May 2021** **Bachelor of Engineering in Civil Engineering**
HOLY SPIRIT UNIVERSITY OF KASLIK (USEK) / Jounieh, Lebanon
GPA: 3.0
- MAY 2016:** **Lebanese Baccalaureate in General Science**
CHRISTIAN TEACHING INSTITUTE (CTI) / Beirut, Lebanon

Professional Experience

- Aug-Sep 2020:**
Civil Engineering Intern
Consulting HSS (CHSS) / Dubai, UAE
- Performed uplift checking for underground tanks using in-house spreadsheet.
 - Checked submittals by contractors related to concrete and soil testing to ensure that the information in the submittal complies with the design specifications.
 - Worked on ETABS and SAFE to design and analyze structural elements in the project.
 - Performed BOQ calculations for the whole project.
 - Performed site inspections to ensure that the contractor is executing design plans as required.

- Jan-Feb 2020:**
Civil Engineering Intern
Howeis Engineering and Contracting (HEC) / Beirut, Lebanon
- Assisted in the procurement of material to ensure accurate delivery.
 - Assisted the project manager (writing emails, helping with documents).
 - Supervised and monitored the work on site.
 - Gained knowledge on prestressed concrete.

- August 2019:**
Civil Engineering Consultant (Volunteer)
Comitato Internazionale Per Lo Sviluppo Dei Popoli (CISP) / Tyre, Lebanon
- Inspected refugee tents to order tarpaulin and wood according to the need.
 - Filled out surveys for each tent to describe the living conditions of each family.
 - Listened to the needs of the refugee families and tried to find solutions for their problems.

- August 2018:**
Civil Engineering Intern
Abniah sarl / Ain Ebel, Lebanon
- Checked the work on site to ensure that the technical designs are applied correctly.
 - Ensured that Health and Safety policies are well applied on site.

Accomplishments & Activities

- Founder and guitar tutor at Private Music Lessons.
- Volunteered with the USAID to clean the streets of Beirut.
- Member of the ASCE committee and Student Affairs Office at USEK.
- Student at Lebanese National Higher Conservatory of Music.
- Certificate in fundraising from World Vision.
- Member of the Lebanese scouts.
- First Aid Diploma from the Red Cross.

Personal Experience

- Oct 2016-Present:**
Private Guitar Tutor
Private Music Lessons / Beirut, Lebanon
- Teaching modern and classical guitar for all ages.

- Jan-May 2019:**
Tele-sales agent
Beirut Circle / Beirut, Lebanon
- Contacted customers and promoted Beirut Circle.
 - Explained technical information to customers.

- Sep – Dec 2017:**
English teaching volunteer
British Council / Beirut, Lebanon
- English teacher for Syrian refugees.
 - Followed the British Council's program to improve refugees' writing, reading and speaking skills.

- March-April 2017:**
Waiter
Hilton Hotel / Beirut, Lebanon
- Served food and drink orders.
 - Prepared tables by setting up silverware, and glasses.

- Aug 2016-Nov 2019:**
Events Host and Ticketing Agent
Select Agency / Beirut, Lebanon
- Greeted guests and escorted them to their seats.
 - Ticketing agent at major events and festivals.

Skills & Languages

- AutoCAD, WaterCAD, Safe, Etabs, Robot, and Java.
- Microsoft Office Word, Excel, PowerPoint.
- Languages:
 - Arabic (Fluent)
 - English (Fluent)
 - French (Moderate proficiency)