



# ELIANE CHOEIRY

(BA, PMP)



## PERSONAL

Name	Eliane Choueiry
Birthday	27 - 2 - 1987
Relationship	Single
Nationality	Lebanese
Languages	Arabic, English, French

## CONTACT

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## PROFESSIONAL TRAININGS

December 2017  
**Certificate of attendance of PMP course**  
– Lebanese American University (LAU)

2014  
**Certificate of achievement a Telesales Skills**  
– Standards Consultants

2014  
**Certificate of attendance of a Sales Techniques**  
– International Fairs & Promotions (IFP)

2014  
**Certificate of attendance of Excel Training**  
– International Fairs & Promotions (IFP)

## EDUCATION

**Project Management Professional (PMP)**  
Project Management Institute (PMI) - March 2018

**Bachelor of Science in Business Management**  
with emphasis on marketing – Lebanese University (LU) – 2009

**Lebanese Baccalaureate**  
Part 2 with emphasis on economics and sociology – 2006

## CORE SKILLS

- Team Leadership
- Communication skills
- Project Management
- Problem Solving
- Manage Vendors & Negotiations
- Event Management & Logistics

## SUMMARY

**Project Management Professional** with proven ability to plan, implement, and manage projects. Competent team leader. Reputation of being extremely organized, successful in spearheading projects and motivating team cooperation under the OPM umbrella. 8 years of regional experience in trade shows/conferences along with 2 years in digital projects.

## EXPERIENCE

2018

OCT. 2018 - PRESENT

### Project Manager LIBAN POST

*LibanPost is the national post office of Lebanon. It is privately owned, in charge of operating the postal sector.*

- Project Manager within a directive PMO, lead projects related to digital and non-digital channels, such as ecommerce platform, website, mobile application and retail software.
- UX Project Manager connects the skills of Graphic and Web Designers, creative teams and marketing departments to launch a particular digital effort to increase the interactivity of a website, app or other digital project.
- Direct projects, define scope, set budget, develop a detailed project plan including the schedule outlining resource availability and allocation and setting a timeline for the project. Induct heavy tests as a quality assurance, manage resources and deliver projects within the specified KPIs.
- Create and maintain comprehensive project documentations such as project plan, processes, procedures, requirement documentations, spreadsheets, diagrams proposals, SOW, status reports and communicate it with the senior management.
- Manage all project resources (internal & external) to plan, prioritize and deliver work, according to our SDLC process (Planning, Designing, Developing, Testing, Deployment and Maintenance). Handle responsibilities of testing new applications/features to ensure that the application meets the business functional requirements.
- Manage supplier relationships and internal team to ensure roadmap requirements are adopted and delivered on time. Ensure the teams are operating in an Agile manner to deliver fast paced, features, enhancements and bug fixes to the sites
- Meet continuously with the projects' teams to recommend and enhance work processes and ensure their implementation at organization level.
- Identify and escalate risks/issues/decisions/change requests to senior management and provide guidance to resources, to resolve problem in a timely manner.
- Conduct training and workshops to project team on the new implemented platforms/systems.
- Monitor and report project performance to senior management and regularly engage project sponsor and other stakeholders to ensure a frequent and effective communication of the project.

2010

OCT 2010 - OCT 2018

### Senior Operations Coordinator International Fairs & Promotions – IFP

*IFP Group is the Middle East's leading organizer of B2B trade shows and conferences, for Agriculture, construction, health and hospitality, headquartered in Beirut and with stations across the Middle East, Gulf and Africa.*

- Lead and deliver large scale trade shows projects with a minimum of 10,000 sqm in a fast track mode across Beirut, Qatar, Egypt, Iraq and Morocco.
- Manage project scope/budget/time, involving all relevant stakeholders (internal & external). Identify and develop operations processes and ensure their implementation at group level.
- Reduced operational cost by 30% by standardizing procurement process and negotiating proposals (10+ vendors by event).
- Application Business Analyst: collect and analyze CRM requirements (420 pages) in 4 stations, OEP (Online Exhibitors Portal) 200 screens, application workflow, test plan and coordinate with IT for implementation.
- Organization Skills: liaise with 500+ exhibitors from 25-35 countries and coordinate with 20+ international agents/governments bodies to collect their precise event requirements, supervise 50+ temporary staff needed for each trade show.
- Team management: manage a regional team of 6 people across 4 stations. Coach, set measurable objectives (KPIs) and conduct proper training on professional customer servicing, AutoCAD, OEP and CRM.