

Melissa P. Chalhoub

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EDUCATION

American University of Beirut (AUB), Beirut, Lebanon
Bachelor in Engineering – Industrial Engineering (graduation year: 2022)
GPA: 3.7/4 | Dean's Honor list

Sep. 2018 – May 2022

Collège des Frères Maristes Champville, Beirut, Lebanon
Lebanese Baccalaureate – General Sciences (**with distinction**)

Oct. 2003 – May 2018

EXPERIENCE

180 Degrees Consulting Club – AUB, Beirut, Lebanon
Consultant

Oct. 2021 – Present

- . Worked on a project for a client in the agriculture sector
- . Assessed needs and challenges of previous beneficiaries of the client in the agriculture sector
- . Proposed impact-maximization steps for beneficiaries to optimize the client's impact
- . Recruited interested AUB students/alumni for a preliminary strategy for photographer/videographer aiming marketing purposes

Nestlé, Beirut, Lebanon
Industrial Engineering Intern

Jun. 2021 – Aug. 2021

- . Audited 2 on-site factories and their compliance with the Human Rights and Labor Laws to ensure employee safety and adherence to Nestlé guidelines as part of the responsible sourcing project
- . Assessed 4 product plans, specifications, and blueprints and evaluated the production process from plant to retail
- . Contributed to MENA co-manufacturing operations meetings on a weekly basis for 2 months
- . Documented the inspection process, which includes detailed reports and performance records
- . Recommended improvement measures to the production process to meet quality standards

Chalhoub Engineering & Contracting Co., Beirut, Lebanon
Industrial Engineering & Procurement Intern

Jul. 2020 – Aug. 2020

- . Reviewed, compared, analyzed, and approved products and services to be purchased
- . Managed inventories and maintained accurate consumption and pricing records
- . Maintained and updated supplier information such as qualifications, delivery times, product ranges, etc.

Freelance, Beirut, Lebanon
Private Tutor

Sep. 2017 – Jun. 2020

- . Provided private teaching sessions for 50 students in Math and Physics
- . Tracked students' performance, progress assessments, and feedbacks in order to customize my lessons and increase efficiency

EXTRA-CURRICULAR ACTIVITIES

Consulting Club – AUB, Beirut, Lebanon
Active Member

Sep. 2019 – Present

- . Participated in case solving workshops facilitated by world leading consulting companies

Institute of Industrial and Systems Engineers (IISE) – AUB, Beirut, Lebanon
Secretary of the Cabinet

Sep. 2018 – Present

- . Managed the institute activities along with the cabinet and conducted weekly progress meetings
- . Contributed in the organization of the first edition of the IISE Chapters in the MENA region by liaising with 3 key speakers

Women at Work – AUB, Beirut, Lebanon
Treasurer of the Cabinet

Sep. 2018 – Present

- . Organized workshops to introduce successful women and discuss career progression and success factors

Scout du Liban – Champville, Beirut, Lebanon
Team leader

Oct. 2008 – Sep. 2018

- . Led a team of 12 girls and organized camps, reunions, fundraisers on a frequent basis

Model Arab League – LAU, Beirut, Lebanon
Delegate

Feb. 2017 – Jun. 2017

- . Represented the Kingdom of Jordan and conducted a detailed research about labor rights and rights of immigrant workers in the Arab region

23rd World Scout Jamboree, Yamaguchi, Japan
Participant

Jul. 2015 – Aug. 2015

- . Attended an event with 33,628 Scouts from 155 countries and participated in many team building, social and cultural activities

SUMMARY SKILLS

Languages: Fluent in English, French and Arabic

Computer skills: MS Word, Excel, PowerPoint, AutoCAD, Python, SPSS, GPower, Arena

Soft skills: Leadership, Communication, Presentation, Teamwork, Problem Solving, Critical Thinking and Analytical Skills