

Alex EL Ojeil

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Profile

I find myself to be a hard, passionate, and flexible worker about any job I take. I am very organized, and always exercise caution when it comes to details and deadlines. I possess excellent communication and critical thinking skills, along with a problem-solving character and a great team player with a positive attitude. I am actively looking to further enhance my knowledge whenever the opportunity arises, and do my absolute best to excel at any given task I land.

WORK EXPERIENCE

July 2021 – August 2021

Site Engineer, MAN Enterprise, Beirut, Lebanon

- Organizing materials and ensuring sites are safe and clean.
- Preparing cost estimates and ensuring appropriate materials and tools are available and requested from the supplier.
- Authorizing and reviewing technical drawings and engineering Plans which diminished the risk of error occurrence by 95%
- Drawing up work schedules and communicating any adjustments to crew members.
- Completing quality assurance and providing feedback to the team.
- Gathering data, compiling reports, and delivering presentations.

May 2021 – June 2021

Project Manager Trainee, SchemaZone, Toronto, Canada

- Made sure that all projects are delivered on-time, within scope and within budget.
- Assisted in the definition of project scope and objectives, involving all relevant stakeholders, and ensuring technical feasibility.
- Ensured resource availability and allocation
- Met budgetary objectives and adjusted project constraints based on financial analysis.
- Developed a detailed project plan to monitor and track progress
- Managed changes to the project scope, project schedule and project costs using appropriate verification techniques
- Recorded project performance using appropriate tools and techniques
- Managed projects such as Taskubator and Kidzie.
- Assessed projects' risks and generated possible solutions that helped avoid potential problems
- Assigned project tasks based on staff members' individual strengths, skill sets and experience levels
- Tracked project performance, specifically to analyze the successful completion of short and long-term goals

November 2017 – September 2021

Engineering Lab Assistant, Civil Engineering Department, Lebanese American University, Byblos, Lebanon

- Obtaining fast analytical results regarding material properties by mastering different types of engineering equipment.
- Aiding students in testing and analyzing results obtained which saved them a significant amount of time.
- Ensuring that safety processes and regulations are followed in the lab which prevented a lot of unnecessary accidents and waste of assets.

June 2018 – July 2018

Business Office Assistant, Lebanese American University, Beirut, Lebanon

- Filed and recorded all major business transactions to produce a set of accounting records important for major decisions to be made.
- Handled internal communication between the departments which saved a lot of time and made business run smoother.
- Overlooked Balance Sheets and Income Statements to ensure proper financial decisions were made.

January 2017 - December 2019

Mathematics and Physics Tutor

- Helped students acquire the knowledge to achieve high academic performance in their field of studies.

EDUCATION

October 2017 – December 2021

BE in Civil Engineering, Lebanese American University, Byblos, Lebanon
CGPA: 3.21/4.0

January 2014 – June 2017

BAC II, Saint Coeur Sioufi School, Beirut, Lebanon
Mention Bien

SKILLS

Hard Skills: Microsoft Office, AutoCAD, Synchro, Etabs, SketchUP, Plaxis 2D, GPSX, Primavera P6, HCS7, CORSIM, RS2

Soft Skills: Adaptability, Time Efficient, Strong Work Ethic, Problem Solving, Critical Thinking, Team Player, Passionate

Languages: Native in Arabic.

Fluent in English

Fluent in French

MEMBERSHIPS

- ASCE Student Member (2017 - Present)
- The Consulting Club (Present)
- Environmental Club Member (2019 - 2020)
- Engineers Without Border (2018 – 2019)
- SSCC Scouts (2016 - 2017)

CERTIFICATES

- Advanced Design & Application of Pressure Sewer Systems (06/2021)
- The Structural reinforcement of Damaged Buildings (2020)
- Building Assessments & the Stress Relief Management & Hierarchy (2020)