

### EDUCATION

- Lebanese American University (LAU)**  
**2021**  
**Bachelor of Architecture**
  - Graduated with Honors (cGPA 3.2)
  - Recipient of Merit-Based scholarship
- Lycee Verdun**  
**2016**  
**French Baccalaureate**
  - French Science Baccalaureate
  - Graduated with High Distinction

### CERTIFICATIONS

- 2022** **Project Management Professional (PMP)®** (with above target scores in all domains)
- 2022** PMI member and PMI Lebanon chapter (PMILC) member
- 2021** Project Management Professional (PMP)® Training by New Horizons

### PROGRAM SKILLS

|                    |                  |
|--------------------|------------------|
| Microsofft Office  | Outlook          |
| MS Office          | AutoCad          |
| Revit              | GrassHopper      |
| SketchUp           | Adobe InDesign   |
| Adobe Illustrator  | Adobe Photoshop  |
| 3DSMax             | V-Ray/Mental Ray |
| Rhinoceros         | Lumion           |
| Adobe AfterEffects | Adobe Acrobat    |
| Adobe AfterEffects | Adobe Acrobat    |
| Google Calendar    | Google Sheets    |

### LANGUAGES

Arabic, English, French, Spanish Latin

### PROFESSIONAL EXPERIENCE

**MarcoPolis**  
**2019 - 2022**

#### Project Manager

- Execute media and marketing projects in several GCC countries
- Create project charter and management plan
- Manage and train a team new analysts via paired training, reporting, and monitoring
- Perform stakeholder analysis and create documents like communication management plans and stakeholder engagement plan
- Work closely with the publication team to monitor the quality of the content (press releases, profiles and articles) that is being published
- Create schedule and WBS while considering time, cost and quality for each project
- Conduct regular meetings with clients and management to update them about the progress

**Travelbook**  
**2017- 2019**

#### Business Development Manager

- Develop a calling strategy to achieve sales targets
- Create communication management plan
- Manage the sales and marketing teams
- Work closely with travel agents, suppliers and other affinity groups
- Analyzing and monitoring sales reports for key trends and providing weekly sales updates on activities and opportunities
- Create schedule and monitor risks to ensure all milestones are being achieved on time

**TEACH**  
**2016 - 2017**

#### Marketing Strategist

- Develop key marketing materials (newsletter, brochures, flyers, etc..) and messages, and draft press releases in coordination with the PR agencies.
- Conduct market research and analysis to evaluate trends, brand awareness and competition ventures
- Assist in launching e-marketing/ new media projects with the proper phasing of the online marketing/media process
- Cultivate brand awareness by expanding social media presence and growing follower base by over 20%

**2018 - 2022**

#### Freelance Architect