

# Joe E. Rizk

I New Rawda, Lebanon, ST. 5-13, BLDG. 120 | +961 76 008 331 | [joerzk7@gmail.com](mailto:joerzk7@gmail.com) |

## Education

**Bachelor of Engineering in Civil Engineering, Notre Dame University – Louaize, Lebanon:**

2017 - 2021

- 3.40/4.00 Cumulative GPA
- Additional courses: Project Management, Engineering Economy

**High school, Collège Notre Dame des Apôtres – Rawda, Lebanon**

## Experience

March 2022 – Present

**Private tutor, Freelance, Lebanon**

- Assisted school students and followed up with their Math, Physics, Chemistry and English courses to help them reach the best results

October 2021 – March 2022

**Site Engineer, Beaino Engineering & Contracting (B.E.C. Development group), Kaslik, Lebanon**

KFARDEBIAN LOT 1687:

- Inspected steel reinforcement and scaffolding of columns, walls, and slabs
- Conducted cylinder fillings and led casting concrete tests
- Assisted and negotiated bills of quantity (BOQ)
- Provided with a high level of accuracy CAD drawings while dealing with tight deadlines
- Collaborated with a team of employees and supervised their work on-site

September 2018 – May 2020

**Admissions office assistant: Notre Dame University- Louaize, Zouk Mosbeh, Lebanon**

- Controlled administrative documents and provided organizational support
- Planned, organized, and held open doors events

## Extra-curricular activities

July 2016 – September 2018

**Volunteered as a Treasurer for the Vanguard of St. Joseph NGO, Rawda, Lebanon**

- Conducted cake sales, kermesses, and lotteries as self-fundraising events
- Gave lectures on social and religious topics to vanguards members
- Participated in monastery led initiatives for helping persons in need at Rawda/ Dekwaneh

## Certificates

- Finance for Non-Finance Professionals, *Rice University, Coursera* - 2022
- Introduction to Economic Theories, *Erasmus University Rotterdam, Coursera* - on going
- Fecal Sludge management Solutions for practical implementation, *CEWAS Middle East* - 2020

## Languages

English – TOEFL iBT: 100 (12/02/2022), French, Arabic

## Software skills

AutoCAD, EPA.net, Synchro10, SAP2000, Primavera P6, Excel, Word, PowerPoint

References upon request