

## RANIA AL KACHEF

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### GOALS AND MOTIVATION

I am an individual who is always looking for novel challenges and new knowledge that would help me grow and excel on a personal and professional level. I enjoy collaborative and independent work and thrive under a positive climate and an efficient team spirit. When I started tutoring, I found a new passion and life calling. The field of Education became my attraction; therefore, I pursued a TD and currently I am pursuing an MA in Education at LAU. My goal is to gain more experience in the field before graduating.

### EDUCATION

<b>From 2021 to present</b>	<b>Lebanese American University</b> <b>MA. In Education</b> Expected Graduation: 2024	Beirut, Lebanon
<b>From 2019 to 2021</b>	<b>Global University</b> <b>Teaching Diploma</b> Graduation: 2021 Graduated with Distinction	Beirut, Lebanon
<b>From 2009 to 2015</b>	<b>Beirut Arab University</b> <b>Bachelor in Architectural Engineering</b> Graduation: 2015 Courses Taken: Project Management, transportation planning, intelligent building and urban planning Graduated with Distinction	Debbieh, Lebanon
<b>From 2000 to 2009</b>	<b>Lycée Français International Elite</b> Acquired: Double Baccalaureate Graduation: June 2009 French Baccalaureate (Math) with Distinction Lebanese Baccalaureate in Life Science	Beirut, Lebanon

### EXPERIENCE

<b>From 02/2015 to Present</b>	<b>ARACO SAL / JCC SAL</b> Position Held: Tender Engineer <ul style="list-style-type: none"> <li>● <b>Prepared and supervised:</b> <ul style="list-style-type: none"> <li>- Tendering Process (reviewing documents- checking qualifications and requirements)</li> <li>- Quantity takeoff</li> <li>- Site plans, layouts drawings (when needed)</li> <li>- Program of work and method of work statement for different projects</li> </ul> </li> <li>● <b>Worked on:</b> <ul style="list-style-type: none"> <li>- International tenders (KSA-Cyprus-Greece-Malawi-Erbil)</li> <li>- Local / online tenders (CDR, UNDP, municipalities)</li> <li>- Infrastructure, waste management and industrial projects</li> </ul> </li> </ul> <b>Projects accomplished (Tendering Phase)</b> <ul style="list-style-type: none"> <li>● Costa Brava Compost Plant</li> <li>● Solid Waste Treatment Solution for the City of Erbil and Its Surroundings</li> <li>● Collection of Municipal Solid Waste of Beirut</li> <li>● Phase1- Infrastructure Package of Jeddah Economic City</li> <li>● Infrastructure Sector A &amp; D – Solidere</li> </ul>	Beirut, Lebanon
<b>From 2015 to Present</b>	<b>Private Tutoring of students from Grade 3 to 9</b>	

## **TRAINING**

<b>March, 2017</b>	<b>ADVISORS</b> Certificate in PMP720-Project Planning and Scheduling Three days training course	Beirut, Lebanon
<b>April, 2016</b>	<b>M.C. A People Solutions</b> Workshop in Effective Time Management Certificate in Effective Time Management	Beirut, Lebanon

## **SUMMARY SKILLS**

**Computer skills:** MS Office, Excel, PowerPoint, AutoCAD, Photoshop, Google Suites, Primavera P6, Trello

**Languages:** Fluent in English, Arabic (writing, reading and speaking) and intermediate French.

**Soft skills:** Conflict management, communication, organization, teamwork, critical thinking.

**Technical skills:** Lesson Planning, Backward Design (Ubd), project management, planning and scheduling (MS Project-Primavera P6)

## **INTERESTS AND HOBBIES**

**Artistic:** Painting, reading, literature, crochet

**Other:** Tutoring and Volunteering with MMKN

## **REFERENCES**

Available upon request