

# LEA EL ADEM

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## WORK EXPERIENCE

Oct 2021 – Present	<b>Business Analyst</b> , INDEVCO Consultancy – <i>Mount Lebanon, Lebanon</i> <ul style="list-style-type: none"><li>- Increased the Business Units' effectiveness by restructuring and reengineering their operations, as well as auditing their systems' practices on a quarterly basis and following up on non-conformities</li><li>- Launched an environmental initiative in 4 Business Units by performing gap analyses and establishing the necessary documents relevant to its implementation, from developing and reviewing procedures and processes</li><li>- Delivered trainings on a monthly basis by creating, designing and communicating well-structured slides</li></ul>
Jul 2021 – Sep 2021	<b>Plant Engineer</b> , Unipak S.A.L. (member of INDEVCO Group) – <i>Mount Lebanon, Lebanon</i> <ul style="list-style-type: none"><li>- Head of the waste department; minimized waste costs by 1% by identifying hidden sources of waste and working on finding corrective actions</li><li>- Increased effectiveness by 20% by working across the production and maintenance departments</li></ul>
Aug 2020 – Aug 2020	<b>Supply Chain Intern</b> , Masterpak S.A.L. (member of INDEVCO Group) – <i>Mount Lebanon, Lebanon</i> <ul style="list-style-type: none"><li>- Improved customer satisfaction by investigating and controlling 3 order complaints</li><li>- Launched a SMETA (Sedex Members Ethical Trade Audit) project</li></ul>
Jun 2020 – Jul 2020	<b>Process Improvement Intern</b> , INDEVCO Group – <i>Mount Lebanon, Lebanon</i> <ul style="list-style-type: none"><li>- Saved 3 days of work by managing 3 5S audits on member companies</li><li>- Conserved one work-week by redesigning 3 ISO standards, allowing a more effective work flow</li><li>- Organized a preventive safety action plan by preparing trainings for frontline workers</li></ul>

## EDUCATION

Sep 2017 – Jun 2021	<b>American University of Beirut (AUB)</b> - <i>Beirut, Lebanon</i> <ul style="list-style-type: none"><li>• Bachelor degree in Industrial Engineering with Distinction (Graduating GPA: 3.7/4)</li><li>• Projects:<ol style="list-style-type: none"><li>1) Optimized La Bergère's Material Management System<ul style="list-style-type: none"><li>- Solved the problem of shortages in the raw materials used</li><li>- Conducted a feasibility study for opening a new cattle farm owned by the company</li></ul></li><li>2) Optimized AUB's Cafeteria<ul style="list-style-type: none"><li>- Performed a root cause analysis for non-added value motions</li><li>- Solved the issue using time study and line balancing</li></ul></li><li>3) Simulation of Latte Art Coffee Shop's Queue<ul style="list-style-type: none"><li>- Increased Efficiency and Effectiveness in the system</li><li>- Determined the optimal number of workers and machines to be used in the system</li></ul></li></ol></li></ul>
Sep 2004 – Jun 2017	<b>Grand Lycée Franco-Libanais (GLFL)</b> - <i>Beirut, Lebanon</i> <ul style="list-style-type: none"><li>• French Baccalaureate graduate with distinction, Mathematics emphasis</li></ul>

## LEADERSHIP AND EXTRA-CURRICULAR ACTIVITIES

Jun 2021 – Present	<b>Online Content Creator</b> , Survive & Thrive <ul style="list-style-type: none"><li>- Helping people by creating mental health-related content on a social media platform</li></ul>
Sep 2015 – Present	<b>Scout Group Leader</b> , Les Scouts Du Liban <ul style="list-style-type: none"><li>- Delivering the needed skills to the chiefs of 3 units by organizing formation camps</li><li>- Got promoted from cub-scout leader to scout group leader position</li><li>- Developed the leadership and life skills of 35 boys by operating 60 activities and 4 annual camps</li><li>- Increased the participants' number by 20% and received positive feedback from their parents</li><li>- Organized with my team an annual fundraising event</li></ul>
Jan 2021 – Jun 2021	<b>Sub-Team PR Leader</b> , AUBOUTDOORS <ul style="list-style-type: none"><li>- Communicating with artists and organizing bi-weekly meetings with the team</li></ul>
Sep 2019 – Jun 2021	<b>Marketing officer</b> , Institute of Industrial and Systems Engineers (IISE) society <ul style="list-style-type: none"><li>- Increased attendance to events by 25% by designing social media content</li></ul>

## KEY SKILLS

Technical Skills: Lean tools (Six Sigma, Waste Elimination, Root Cause Analysis, Value Stream Mapping, JIT, Kaizen, Process Flow, ...)

Computer Skills: Microsoft Office (Excel, PowerPoint, Visio, Access, Project, Word), Python, Minitab, SQL, ERP

Languages: Fluent in English, French, and Arabic