

RITA ABI ZEID

Baabda, Lebanon 

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Rita Abi Zeid 

Portfolio 

Creative and curious young architect skilled in concept design, seeking to acquire additional knowledge in project management and a detailed insight into execution. Looking for challenges and opportunities to apply the skills I have acquired so far and develop new ones.

Experience

AUGUST 2020 – PRESENT

BBHR Roofing project team / APSAD, Sursock, Beirut

Beirut Built Heritage Rescue: Initiative working on the protection and restoration of damaged heritage buildings in Beirut following the explosion on the 4th of August.

- Execution and Installation of TOT sheltering on damaged pitched roofs.
- Preparing and following up on TOT orders from confirmation to delivery and installation.
- On-site surveys of damaged buildings.
- Account management: forms documentation and reporting.
- Make negotiation with donators, volunteers, on-site contractors and labor workers.

MAY 2021 – SEPTEMBER 2021

Receptionist / Hamra Urban Gardens, Hamra

- Handling incoming and outgoing telephone calls and reservations.
- Responding promptly to customer inquiries.
- Acknowledging and resolving customer complaints.
- Communicating and coordinating with colleagues as necessary.
- Ensuring customer satisfaction and providing professional customer support.

JUNE 2019 – AUGUST 2019

Architecture Intern / Khatib & Alami, Airport Road

Architectural Consultancy - MEA's Green Offices Building Project.

OCTOBER 2016 – SEPTEMBER 2017

Private Tutor/ Home Tutoring

Private home tuition for children with attention deficit hyperactivity disorder (ADHD).

Volunteer Experience

AUGUST 2020

Volunteering with BBHR2020 (Beirut Built Heritage Rescue)

Assessment of Damaged Heritage buildings in Zokak el Blat and Karm El Zaytoun areas.

Other experiences and certificates

AUGUST 2017

Tech Immersion Camp / AUB, Hamra

- Certificate for participating in “AllGirlsCode”, tech immersion camp.

MAY 2017

- Professional visit at GPA Engineering office for design and contracting.

2014 – 2015

Position Paper Award / LAU, Beirut

- Holder of the position paper award for participating as a delegate at Model United Nations MUN.

2014

Mediation Training / USJ, Beirut

- Certificate for participating in mediation training sessions, in collaboration with the Professional Mediation Centre CPM- USJ, campus des Sciences sociales.

Education

2020 – EXPECTED GRADUATION 2023

Master studies in Architecture

Lebanese University, Faculty of fine arts and architecture, Furn El Chebbak

2017 – 2020

BA in Architecture

Lebanese University, Faculty of fine arts and architecture, Furn El Chebbak

Skills

- | | |
|---|---|
| • Advanced knowledge in Architectural softwares: AutoCAD, Revit, Lumion, Photoshop. | • Creative and Dynamic |
| • Advanced knowledge in MS Office. | • Ability to meet due dates and deadlines |
| • Basic knowledge in: html, JavaScript, CSS. | • Excellent written and verbal communication skills |

Languages

- **Arabic:** Native Language - Fluently Written and Spoken
- **French:** Fluently Written and Spoken
- **English:** Fluently Written and Spoken
(Language certificate: English proficiency test-SAT with essay)

References – Available upon request.