

EDUCATION

B.E IN MECHANICAL
ENGINEERING

LAU / Byblos / 2020

cGPA 3.58

CERTIFICATIONS

SUSTAINABLE BUSINESS
MANAGEMENT TRAINING

Investmed and UNICEF / OCT
2021 – JAN 2022

PROJECT MANAGEMENT
SPECIALIZATION

Grow with Google on Coursera /
OCT 2021

DESIGN THINKING

Remote / SEP 2020 - DEC 2020

COMPUTER SKILLS

SOLIDWORKS

PRIMAVERA

MS Project

ASANA

MICROSOFT OFFICE SUITE

AWARDS

MENA HACKATHON PITCH

First Place / OCT 2021

GLOBAL IMPACT
PITCH COMPETITION

Flywheel / OCT 2020

AGRYTECH HACKATHON

First Place, Berytech / AUG 2019

HIGHEST MONTHLY SALES

ABC Toys Department / NOV 2018

ACADEMIC ATHLETIC
ACHIEVERS AWARD

LAU Athletics

- Chosen among the five
Highest cGPAs in the Athletic
Department for two
consecutive years.

PIANO INTERSCHOOL
COMPETITION

Third Place, NDU / MAY 2015

EXTRA-CURRICULAR ACTIVITIES

CLUB MEMBER
180 DEGREES CONSULTING

LAU Byblos / NOV 2021 - NOV
2021

- The international club, 180
DC, aims to help NGOs with
their sustainability or business
problems.
- Participated and worked in
teams to solve real case studies

BOARD MEMBER
RE-BEIRUT

Remote / AUG 2020

- Responsible for managing the
internal communication and
assembling teams of
engineering and architecture
experts for restoration
projects after Beirut Blast.
- Reassessed 3 homes and
10 minishops.

REFERENCE

References available
upon request

GUADALUNA
CHAER



Bouar, Lebanon



+961 70004450



chaer.guadaluna@gmail.com

ABOUT ME

- Dependable Project Coordinator with ability to lead teams and build positive relationships.
- Passionate Entrepreneur with 3 years of experience in business planning and product management. An inspiring, driven leader who can motivate all employees.

WORK EXPERIENCE

SAWA LI LUBNAN

Beirut

Sep 2021 – May 2022

Coordinator and Logistics Officer

- Oversaw the overall logistic processes of Sawa Li Lubnan's live Policy Show, Al-Hal Sawa.
- Conducted weekly and/or monthly analytics reporting.
- Was responsible for community management on Facebook andInstagram of Sawa Li Lubnan
- Responsible for the planning, oversight, and coordination of logistics to ensure smooth accomplishment of Al-Hal Sawa.

EDIRECT

Remote Freelancer

Jul 2021 – July
2022

SEO Executive

- Conducted on-site, off-site, and local SEO tactics like internaland outbound linking, image optimisation, GMB optimisation, and directory listing.
- Used Google Analytics and WebCEO to make informedand strategic decisions and to conduct performance reports regularly.
- Created high-quality, optimised SEO page plans through PageOptimizer Pro.
- Conducted keyword research on Semrush and WebCEO and optimized content on Wordpress and Magento throughRank Math and Yoast plugins.

DOX SAL

Remote Part-Time

Mar 2021 - Aug 2021

Business Development Officer

- Identified new market opportunities via market research and initiate contact on LinkedIn.
- Planned the Go-to market strategy through relevant partnerships, and inbound, and outbound techniques.

LUXEED ROBOTICS

Jul 2019 - Present

Cofounder and CEO

- Received more than 30,000 USD in grant for business development and prototype building.
- Developed the business model using the Lean Method.
- Set sales, pricing, and marketing strategies.
- Manages product development using Notion and Miro tools
- Hires and oversees engineers in cross departments.
- Wrote blogs related to Agriculture and all of the technical documentation as well as business. development documents such as the Executive Summary, Pitchdeck, and Investment Summary.

VERVEVIDEOS

Remote

Aug 2019 - Nov 2019

Project Coordinator

- Coordinated between all team members (website developer, SEO expert, video designer, and other bloggers) and set well-communicated tasks and deadlines.
- Followed up on tasks to complete the explainer videos on time after successfully moving through all phases of an explainer video.

MOUAWAD EDDE

Urban Dreams Site,
Sin El Fil

Jun 2019 - Aug 2019

Intern- Mechanical, Electrical, Plumbing (MEP)
Coordinator Assistant

- Supervised schedules of projects and managed resources needed according to specifications given by stakeholders and owners.
- Collaborated with project personnel to resolve issues quickly and efficiently.
- Created an excel table of all subcontractor tasks with their deadlines and dependencies.
- Followed up on all subcontractors in all four buildings of the site (weekly meetings) and kept track of progress.

ABC MALL

Dbayeh

Jun 2018 - Jan 2019

Sales Associate

- Recommended merchandise based on individual requirements and assisted the customers.
- Increased sales by cross-selling and upselling products thanks to my product knowledge
- Achieved individual and department monthly sales goals.
- Followed up with customers (receiving new items, discounts, reservation, and repairs).

LAU LEARNING
CENTER

Byblos Campus

Sep 2016 - Dec 2017

Engineering Tutor

- Conducted a weekly education session to a group of students (2 to 8) to enhance their experience and knowledge skills in Fluid Mechanics and Thermodynamics.