

LARA DAHER

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EDUCATION

From 9/2013 to 6/2017 Lebanon	American University of Beirut Bachelor of Landscape Architecture	Beirut,
From 09/2011 to 9/2013 Lebanon	American University of Beirut Diploma of Science in Agribusiness	Beirut,
From 09/96 to 06/11 Lebanese Baccalaureate GS: Mention Bien	Saint Joseph de l'Apparition	Saida, Lebanon

EXPERIENCE

Gallery Assistant- The LT Gallery 05/2022-Present

- Work closely with individual artists, develop relationships with new artists, and extend relationships with established artists from the gallery 'stable'
- Curate shows in cooperation with the manager and artists.
- Ensure the smooth running of the gallery.
- Plan, organize, present and market exhibitions and shows while ensuring correct installation of the artworks.
- Develop client lists by notifying potential clients of particular works and exhibitions, according to their interests.
- Liaise with visiting artists and negotiate sales catalogue acquisitions and keep records
- and archives
- Develop and update the gallery website and Artsy.
- Promote and sell artists' work, through both exhibitions, personal contacts, and
- electronic means.
- Keep up to date with industry developments and market trends.
- General administration, budgeting, and social media account handling.

Admissions Manager- Studypedia, Lebanon 12/2019-04/2022

- Advise of the required documents and level of English & Liaise with the universities with a focus to package and handle the applications of the students with focus to produce offers (conditional or unconditional)
- Assist the students in the visa applications process.
- Maintain an updated list of the events and assist in setting up the events and following up with the team and the tour organizers such as QS, Access Master, Academia, British Council, Private Schools, and Educational Fairs at Universities etc.
- Maintain updated agreements with universities and save everything accurately and ensure that they don't expire and change the details once they are changed of the representatives of the universities
- Participate in meetings, presentations, and exhibitions to promote Studypedia's services

Operations Manager & Coordinator, Amal Azhari Fashion Design, Lebanon 5/2019 -11/2019

- Scheduling appointments, fittings and fashion shows.
- Managing design processes from conception to final styling, presenting story, mood, color boards and samples to buyers.

- Promoting traffic on social media platforms.
- Collaborating with team members to select seasonal themes, making edits to line, and creating new concepts.
- Coordinating with suppliers and ensuring timely delivery of products.
- Supporting the designer with the day-to-day running of the business and suggesting solutions for problems with designs, suppliers, clients and partners.
- Documenting receipts and other files for auditing purposes.

Marketing & Communications Assistant, Makhzoumi Foundation

Programme Development Division, Lebanon

6/2018 - 4/2019

- Branding of promotional materials and events.
- Developing marketing plans for SMEs recruited for Makhzoumi's development programme, with a particular focus on women empowerment.
- Coordinating the procurement of advertising materials and managing public relations. □
Managing the project's social media presence.

Executive Assistant, Golden Land Real Estate, Lebanon

7/2017- 12/2017

- Managing administrative work for operations in Cyprus and Greece.
- Handling correspondence with clients and agents across regions.
- Marketing and advertising of new real estate listings.
- Filing and record keeping for all properties and contracts.

Landscape Architecture Trainee, Dar Al Handasah (Shair and Partners), Lebanon

7/2016 -

8/2016

- Drawing design plans for landscape projects in Lebanon and the Gulf using softwares such as AutoCad, SketchUp and Photoshop.
- Assisting in the development of analysis assessments of projects from initial conceptual phases to final design.
- Rendering plans, sections and diagram drawings using Photoshop.
- Attending team and one-on-one meetings with the director for feedback. .

SUMMARY SKILLS

Computer skills: MS Word, Excel, PowerPoint, Autocad, Photoshop, InDesign, GIS, Sketchup.

Languages: Native Arabic speaker, fluent in English, very good in French.

Soft skills: Leadership, Communication, Organizational, Management.

Technical skills: Surveying and Procurement, Hand design, Rendering Plans, Concept Diagrams.

COMPETITIONS

BYBLOS BUS SHELTER DESIGN COMPETITION: Worked within a group to create a sustainable design for a bus shelter in Jbeil.

WORKSHOPS

Cultural Landscapes Workshop: A one-day workshop held in Saida in collaboration with the architect Abir Sakouk and Shajar w Bashar NGO. The area worked on was the Saida coast and the corniche; we produced maps to be later put in a brochure to introduce people to the cultural landscape of Saida, its important coastline and the corniche as their only open public space.

AIESEC- Step Up Workshop: A three-day workshop organized by AIESEC Lebanon to allow students to explore and develop their leadership potential.

REFERENCES

Available upon request