

LARA MAKSOUD

INTERIOR & LANDSCAPE ARCHITECT

Dedicated and hard-working Humanitarian with a strong passion for helping others and a comprehensive background in providing professional support to vulnerable people. Offers well-developed knowledge in project management and excellent problem solving skills. Great communicator with important ability to work in team environments. Looking for an opportunity to use my skills to contribute in an organization with a positive social mission, emergency, reconstruction and development context.



CONTACT

+96171720789

Beit Ech Chaar, Matn-Lebanon

lara.maksoud@live.com

PROFESSIONAL SKILLS

Autocad	<div><div></div></div>
Sketchup	<div><div></div></div>
Photoshop	<div><div></div></div>
InDesign	<div><div></div></div>
MS Office	<div><div></div></div>
Illustrator	<div><div></div></div>
Internet	<div><div></div></div>
GIS	<div><div></div></div>
3Ds Max	<div><div></div></div>

Ability to work under pressure -
Decision making - Leadership -
Time management - Adaptability -
Communication - Detail-oriented -
Multi-tasking - Problem-solving -
Creativity - Teamwork

LANGUAGE

Arabic	<div><div></div></div>
English	<div><div></div></div>
French	<div><div></div></div>

HOBBIES



ACHIEVEMENTS

- Certificate of Participation
BlueShield International, UMAC, ICOM
- First Prize Design Certification
The University of Sheffield, UK
- Certificate of Participation
National Polytechnic University of Armenia -
Yerevan, Armenia
- ToT Business Coaching
Action Coach - Westford Lebanon
- Certificate of Participation
Getting Started in Your Career Workshop
- Project Management
University of California
- Feminism & Social Practice
University of California, Santa Cruz



FORMAL EDUCATION

- 2019 **Specialized Masters in Landscape and Environmental Architecture**
Lebanese University - Hadat, Lebanon
- 2017 **Masters in Interior Architecture (With distinction)**
Holy Spirit University of Kaslik - Kaslik, Lebanon
- 2015 **Bachelor in Design and Applied Arts**
Holy Spirit University of Kaslik - Kaslik, Lebanon
- 2011 **Lebanese Baccalaureate in Economics**
Rosary Sisters School - Cornet El Hamra, Lebanon



PROFESSIONAL EXPERIENCE

- August 2022 - Present **REACH - Senior Field Officer**
ACTED - Beirut, Lebanon
Supporting Focal Points and Field Staff in accurately estimating assessment timelines and resources needed. Overall design and implementation of work plans together with REACH project focal points. Support in budget follow-up, through contribution to expense forecasting of expenses with logistics. Ensure timely and quality procurement management Ensure that appraisals, contract renewals, and recruitments is done in timely manner to minimize gaps on the team. Oversight of REACH FLATs. Support with the external representation of REACH with some partners. Ensuring that assessment strategies are implemented in a structured and coherent manner in line with project objectives.
- December 2020 - July 2022 **Project Coordinator**
IECD - Chiyah, Lebanon
Prospect and recruit 40 micro-entrepreneurs who will benefit from in kind support as part of the crisis response project according to pre-established criteria. Evaluate the needs of beneficiaries for the relaunch of their activity and define the nature of the support provided. Conduct business coaching sessions with the SME owner de develop their business. Monitoring and evaluating the key indicators of its activity. Represent the initiative to other actors in the response. Establish partnerships and ensure good coordination and complementarity of activities.
- September - November 2020 **Field Worker**
World Vision / UNICEF - Beirut, Lebanon
Register eligible households that reached the registration site. Validate the information of the households reached the registration, as well as using the web-based application, based on screening criteria and protocols defined by UNICEF.
- August 12th 2020 - Present **VOLUNTEERING FOR BEIRUT BLAST 2020**
BlueShield International, UMAC and ICOM - Beirut, Lebanon
Training with BlueShield International
Site assessments to recover the damaged cultural heritage and museums in Beirut.
- June 2019 **URBAN AND PUBLIC SPACES WORKSHOP**
National Polytechnic University of Armenia - Yerevan, Armenia
The workshop is addressing the urban settlement site of Paskevich Hill within Noragyugh area of central Yerevan. Site visits, surveys, sketching, brainstorming sessions to come up with solutions to save that hill from big investors and demolishing.
- March 2019 Present **CO-FOUNDER (START-UP)**
Etar (Online store) - Lebanon / UAE
Designing, developing and executing wallart ideas.
Social media manager and content creator.
- June - August 2018 **LANDSCAPE DESIGNER - Trainee**
Scapeworks - Jisr El Wati, Lebanon
Projects that I was involved in: Daycare (ACS), Villa Kfarkatra, Villa Ain Saade, District S. Worked on execution files, photoshop rendering, landscape design, BOQ, site visits, planting specifications.
- October 2017 - Present **CO-FOUNDER (START-UP)**
Designland (Online Store) - Lebanon
Creating, developing and executing design ideas and products for all events.