

FATIMA SBAITY ARCHITECT

OEA Registration No. 59177

PROFILE

I believe in the ability of architecture, research, and design thinking to effect good in the world. I have been blessed with a variety of experiences and I believe they have helped shape me into a skilled, thoughtful, and good designer. My goal is to help better shape the built environment through the creation of beautiful and functional architecture. To these ends, I will continue to work, learn, and immerse myself in the field to create the best of my ability. I am a 27-year-old architect with a master's degree in architecture and Urban Sociology. I am passionate, self-driven, hardworking, and willing to go above and beyond to design spaces or objects that best fit our lifestyle.

CERTIFICATES

Project Management -2022
OEA Training Center

Estimation and Planning-2022
OEA Training Center

Scheduling and Cost Control-2022
OEA Training Center

CONTACT

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WORK EXPERIENCE

BLUEPRINT CONTRACTING, ME

September 2022- Present

SENIOR PROJECT COORDINATOR

- Contribute to project planning and creating all PM tables, such as creating accurate project timelines, preparing procurement list and supervising all site works to ensure that all material deliverables and activities are as per the master program
- Identify the key risks, potential project-related issues and raise flags to concerned parties to avoid any delays
- Lead all the coordination process with the client, consultants, suppliers and site team to ensure all architectural, MEP, and civil activities are in conjunction with each other and the work on site is as per the approved drawings and details
- Take off quantities of all the items and issue purchase requests
- Coordinate information and communications to ensure shop drawings and materials approvals are met and liaise the approved set of drawings and materials with the site team
- Mentor and assist in training more junior staff
- The primary point of contact with client, consultants, designers, and suppliers on project related matters and project implementation
- Prepare weekly reports, IRs, PRs, and other documents as assigned
- Effectively document all aspects of the project in a prescribed format as outlined by company standards, and ensure that all documentation is available for review by other departments.

SPECTRUM ENGINEERING CONSULTANTS S.A.R.L.

December 2021- September 2022

ASSISTANT PROJECT MANAGER











- Assisted the Project Manager in planning, documentation, implementation, and overall management of projects
- Attended meetings with the clients to ensure all the needs are reflected in the project and developed minutes of meetings and weekly progress reports
- Read, interpreted, and comprehended plans, specifications, addenda, bid materials, contracts and other related documents and recommended approaches to resolving issues/completing assignments to project manager
- Tracked the installation of the work on a regular basis, ensuring compliance with the construction documents and approved submittals and shop drawings

TASK ENGINEERING CONTRACTOR- ARCHITECT

March 2020–December 2021

ARCHITECT, Rehabilitation Projects

PROFESSIONAL SKILLS

	LUMION
	REVIT
	MS Office Excel
	MS Office Word
	MS PowerPoint
	Adobe Photoshop
	Adobe Illustrator
	AutoCAD
	Sketchup
	Vray Renderer

PERSONAL SKILLS

Creativity
Eager to Learn
Communication Ability
Self- Motivation
Teamwork
Multi-tasker
Organization
Detail- Oriented

LANGUAGES

ARABIC (NATIVE LANGUAGE)
ENGLISH (ADVANCED LEVEL-B2)
FRENCH (BEGINNER)

HOBIES

Hiking
Baking
Exploring new Places
Photography
Designing Graphics

REFERENCES

Available upon request

- Prepared construction drawings for rehabilitation projects of more than 30 public schools across Lebanon and an innovation Lab in Beirut utilizing AutoCAD
- Assisted with field dimensions, site observations, and construction administration
- Prepared more than 200 scale drawings of planned developments and 3D perspectives using CAD software and Sketchup
- Used Sketchup and Lumion to create mockups of designs for the additional elements of the schools and for the choice of exterior finish material and paint colors
- Processed shop drawings and material submittals
- Maintained and complied with company and client specific quality control procedures, templates, and standards.
- Attended client meetings and calls (UNICEF, UNESCO, NRC, SAVE THE CHILDREN)
- Reviewed corrections and modifications to ensure all areas are modified to reflect scope changes
- Coordinated with site engineers to ensure the correct implementation of works in accordance with the plans and the schedule of works
- Filed and documented all the drawings and papers related to the projects ensuring efficiency and productivity

JUNIOR ARCHITECT, Quarantine Warehouse and Supply Project

- Assisted in the development of project documents, including designs and submissions
- Coordinated with mechanical, electrical, plumbing, and structural subcontractors to ensure the construction is up to code and all works are coordinated and reflected on construction drawings
- Processed shop drawings and material submittals
- Worked collaboratively with design consultants and subcontractors
- Completed and distributed highly detailed Construction documents
- Brought forth professionalism from design conception to completion

SITE ENGINEER, Quarantine Warehouse and Supply Project

- Responsible for the on-site integration and implementation of works
- Assist in the recording and testing of workmanship and materials, i.e., drainage, concrete, piling, foundation etc.
- Prepare the daily and monthly reports
- Monitor Inspection requests with consultant engineer and follow-up daily on the process of site work
- Prepare and manage installation works on site

UN-HABITAT- ARCHITECTURAL INTERN- DESIGNER

Aug. 2019–Feb.2020

- Managed field visits to the old town of Saida, designed and produced maps, illustrations, signs, and booklets related to touristic trails and historical monuments in Saida
- Prepared an awareness booklet for the preservation of traditional historic houses that was published, worked on

its content, and added knowledge about the repair and rehabilitation/restoration of traditional sites/monuments

- Worked on the neighborhood profile of several vulnerable neighborhoods in Lebanon that were published with the Urban Analysis Unit.

FREELANCER

Jan. 2019- Present

- Research assistant for an academic thesis paper about the role of participatory approach in the preservation of heritage exploring the concept and application of local participation in the context of Lebanon, and subsequently with regards to conservation, but other sectors as well
- Designed and produced plans and 3D designs for a Residential Villa as well as a Mixed-Use Building in Juba-Sudan using AutoCAD, Sketchup, Lumion and Adobe Photoshop
- Developed research for choosing the convenient sustainable materials to be used in Juba Villa Project and prepared the BOQs
- Designed a Mixed-Use Building in Achrafieh, developed the concept related to the heritage context, produced the plans, section, elevations and the 3D design, visualizations, and renders
- Worked on a Restoration and Conservation Project of Mayfouq Convent in Jbeil, Lebanon. Worked on the documentary documents (reports, plans, sections, elevations, drawings, images...), identified the pathologies and the way of treating them. Also developed the concept of intervention to add an agricultural school to this project, produced all the plans, sections, elevations and 3D visualizations of the proposed project.

CHAOS GROUP-CHMESTAR MUNICIPALITY- ARCHITECT

June 2017–Nov. 2018

- Managed field visits to the old houses of Chmestar, Beqaa, prepared surveys, and reports
- Worked on the documentation of the historic houses.
- Designed several projects (a museum, guesthouse, and an intervention on Hoshbay's lake side) and participated in AAA- Arab Architects Award.

ABU TAAM CREATIVE- SITE ARCHITECT INTERN

Aug. 2015–Oct. 2015

- Managed field visits to a residential project located in Tayyouneh
- Added knowledge about construction materials and building structure
- Managed multiple commercial and residential projects in different locations from pre-final project staged to final execution drawings
- Designed a Twin Villas project in Lebanon from concept and design process to permit and execution drawings
- Added knowledge about construction materials and building laws

EDUCATION

Masters in Socio Anthropology of the City | LEBANESE UNIVERSITY

2018 - 2020

My thesis paper was about the Market Place as a Public Space and its Effect on Segregation- Case Study: Sabra Market Place in Beirut.

Masters in Architecture and design | LEBANESE UNIVERSITY

2016 - 2018

My inner calling for research and thirst for exploiting new avenues in the field let me study the urban fabric and morphology of Bint Jbeil's historic core for my final year project. It was about reaching the wanderer's disposition in the old town of Bint Jbeil- South Lebanon and the urban revival of its historic core that was demolished during July war.

Bachelors in Architecture | LEBANESE UNIVERSITY

2014 - 2016

Baccalaureate Degree in General Sciences | LE LYCEE NATIONAL

2013 - 2014