

Tarek Al Halabi

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EDUCATION

American University of Beirut Bachelor in Civil Engineering

Beirut, Lebanon
2013 - 2017

- Member of the futsal team from 2013 till 2015
- Dean's honour list for 2013

Beirut Baptist School Lebanese High School Diploma

Beirut, Lebanon
1998 - 2013

- Member of the school football team from 2008 till 2013
- Member of INJAZ student company that won the regional competition for 2012

EXPERIENCE

Geek Express

Beirut, Lebanon

Online technology school in MENA that lays the foundation for youth's future academic and professional pursuits

Product Manager

2020 - Present

- Leading a team of 4 full stack software developers from division of tasks, day-to-day coordination, brainstorming and follow up, to character building on the personal and professional level
- Managing projects from the idea stage to execution of software projects include automation features, technical refactoring and system enhancements, new communication mediums, and optimizing the user journey
- Creating software projects that would allow the start-up to scale, such as: Accounting automation, CS management system, Sales leads platform, etc.
- Optimizing the user journey across the entire platform by consistently uplifting and enhancing the booking journey, teacher portal, parent application process, and gamification features

Geek Express

Beirut, Lebanon

Account Executive

2019 - 2020

- Developed and optimized the subscription product's production process up to delivery stage (sales, engagement, logistics, operations and marketing)
- Coordinated with R&D Marketing and Content teams on new products & courses
- Identified key collaborations with technology corporations
- Created educational and gamified content for Geek Express App users

Beyond Learning

Beirut, Lebanon

An educational management and youth leadership service provider

Youth Programs Educator

2017 - 2018

- Facilitating coach for the 2018 teenage leadership boot camp
- Facilitating coach for Nestle team building events
- Team leader position for the 2018 summer camp program
- Senior assistant position for the 2017 summer camp program

Dar Al Handasah

Beirut, Lebanon

Leading international multidisciplinary consulting organisation

Trainee at the Water and Environmental Engineering Department

2016 - 2016

- Worked as an assistant to the Project Manager, mainly reviewing software and reports related to water and environmental projects

ADDITIONAL INFORMATION

Languages: Fluent in English and Arabic with basic knowledge in French

Computer Skills: Microsoft office (Excel, PowerPoint, Word), Primavera, AutoCAD, Jira, Trello

Soft Skills: Leadership, Teamwork, Planning

Interests: Sports and Technology