



# JANA SLAIBY

ARCHITECTURE GRADUATE

## PERSONAL PROFILE

Skilled in AutoCAD, Microsoft, SketchUp, Lumion, and Adobe Photoshop with a Bachelor of Science in Architecture - B.S.Arch. focused in Architecture from the Holy Spirit University of Kaslik (USEK), I believe in the ability of architecture and research combined with design thinking for strengthening our societies and having a positive effect on the world

## LANGUAGES

- ♦ Arabic: Native Proficiency
- ♦ English: Native Proficiency
- ♦ French: Full Professional Proficiency

## CONTACT INFO

March 1, 1999  
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 Ghazir - Kesrouan, Lebanon  
 Lebanese  
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## SOFTWARES

AutoCAD	<div></div>
Lumion	<div></div>
Sketchup	<div></div>
Revit	<div></div>
Photoshop	<div></div>
Word	<div></div>
PowerPoint	<div></div>

## EXPERIENCE

### ER CODING & BILLING SPECIALIST

TOTAL CARE OFFSHORE COMPANY - BEIRUT, LEBANON | OCT 2021 - MARCH 2023

- ♦ Properly coding services, procedures, and treatments.

### JUNIOR ARCHITECT

JB DESIGN & CONSTRUCTION - JBEIL, LEBANON | AUG 2021 - OCT 2021

- ♦ Helped with new designing concepts.
- ♦ Produced detailed and accurate execution files integrating structural, electrical, MEP drawings.
- ♦ Prepared permit files.
- ♦ Carried out regular site visits to check on progress and ensure that the project is running on time and to budget.
- ♦ Rendered 3D views.

### ARCHITECTURAL INTERN

BEELD ENGINEERING & CONTRACTING - ASHRAFIEH, LEBANON | MARCH 2021 - JUNE 2021

- ♦ Prepared daily reports.
- ♦ Daily follow up on construction works.
- ♦ Rendered 3D views and worked on permit and execution files.

### EVENT HOSTESS

DIFFA GROUP - ACHRAFIEH, LEBANON | MAY 2017 - SEPT 2020

- ♦ Supervised and monitored tables to accurately seat customers.

### FRONT DESK RECEPTIONIST

HOLY SPIRIT UNIVERSITY OF KASLIK- KASLIK, LEBANON | SEPT 2017 - MARCH 2020

- ♦ Produced accurate office files.
- ♦ Responded to emails and phone calls to facilitate communication and enhance business processes.

### TELEMARKETING TRAINEE

MVISION USA - REMOTELY | MAY 2019 - AUG 2019

- ♦ Talked to potential customers on the phone to sell services.

## EDUCATION

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### **Bachelor of Science in Architectural Studies - B.S.Arch.**

*HOLY SPIRIT UNIVERSITY OF KASLIK (USEK)- KASLIK,  
LEBANONSEPT 2017 - JULY 2021*

- ♦ Graduated with a GPA of 3.2/4

### **Lebanese Baccalaureate II in Life Sciences**

*ANTONINE SISTERS SCHOOL, MAR-ELIAS GHAZIR  
OCT 2002 - MAY 2017*

- ♦ Graduated with an average of 15/20

## HONORS / AWARDS

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### **IELTS Certification Band Score : 7.5/9**

*DEC 2020*

### **Autodesk AutoCAD User Certificate**

*APRIL 2018*

### **Certificate in the Cambridge Advanced English Level 2**

*MARCH 2018*

### **30% Scholarship due to high academic achievements**

*SEPT 2018*

## VOLUNTEERING

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### **Saint Vincent de Paul**

*APRIL 2018 - SEPT 2018*

Fulfilled 40 hours of community service per year in retirement homes, orphanages, and institutes for people with special needs

### **Go Green**

*JAN 2018*

### **Anta Akhi**

*JAN 2017 - MARCH 2018*

## SKILLS

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- ♦ Team working skills
- ♦ Time Management
- ♦ Good Communication Skills
- ♦ Professionalism and strong work ethic
- ♦ Fast Learner