

Amena Sulaiman Hussein

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EDUCATION

Master of Engineering in Engineering Management - *Concentration in Project and Program Management* Sept 2021-June 2023
American University of Beirut (AUB), Beirut, Lebanon
Recipient of the Mastercard Foundation Scholarship (fully funded)
GPA: 4/4

Bachelor of Engineering in Electrical and Computer Engineering - *with an emphasis in Power* Sept 2016-June 2020
American University of Beirut (AUB), Beirut, Lebanon
Recipient of the Mastercard Foundation Scholarship (fully funded)
GPA: 80.7/100 - Dean's Honor List

EXPERIENCE

IT-Plus24, Amsterdam, Netherlands (remote) Feb 2024-Present
Project Coordinator

- Conduct client meetings to gather requirements, address issues, and provide regular updates on project progress to clients
- Perform frontend testing to ensure product quality
- Write tickets and manage task distribution using Jira
- Coordinate with developers to assign and track project tasks efficiently

INJAZ Lebanon, Beirut, Lebanon (remote) Sept 2023-Jan 2024
Junior Procurement Officer

- Supported, filled and tracked the procurement plan ensuring that requests were done effectively ensuring sufficient time was provided to complete all necessary processes
- Filled and dealt with all the necessary purchasing documents
- Communicated with the needed and necessary parties to be involved in the initiatives
- Collected needed documents from third parties and ensured their related files are updated regularly and are complete

American University of Beirut, Beirut, Lebanon (hybrid) Jan 2022-May 2023
Graduate Teacher Assistant

- Held the position of a graduate teaching assistant for the following courses: Software Engineering using Agile, Strategic Management of Technology, Production Planning and Inventory Planning
- Evaluated student essays, projects, labs, tests and other assessments
- Maintained records on student progress/grades
- Proctored examinations

Al Kamandjati, Beirut, Lebanon Jan 2021-Aug 2021
Program Officer

- Assisted in monthly and annual financial reporting, sought grants and proposals, and helped with organizing summer camp and the yearly final concert

Khatib and Alami, Beirut, Lebanon Aug 2019
Intern – Electrical Department

- Worked on the lighting designs, lighting calculations, lighting simulations, and load estimation of a commercial building in KSA alongside an engineer in the company using DIALux software

Dar Al Handasah (Shair and Partners), Beirut, Lebanon May 2019 -July 2019
Intern – Electrical Engineering and Telecommunications Department

- Completed the schedules that are designed by the electrical team at the company that discuss some basic concepts of the design process, designing photovoltaic systems, interior and exterior lighting designs, and load estimation

PROJECTS

FruDar: A Modern Life Radar for Fruits – designed a system with an alternative radar implementation that autonomously decides the ripeness level of the fruit under test according to its dielectric properties and displays the result on a screen. (academic: Final Year Project)

Production Schedule – planned a two-year production schedule with minimal cost for a sports company. Started with forecasting demand for the next two years, generated an aggregate plan, and then generated a master production schedule. (academic: Operations and Process Management)

Construction of a Sports Facility – provided a schedule that can serve as a control tool for construction and planned the project using CPM. (academic: Project Planning, Scheduling, and Control Course)

Designing Sounds Using DAW – recorded, sampled, mixed, and mastered eight sounds using Pro Tools. (academic: Audio Engineering Course)

DC/DC Buck Converter for Battery Charging – designed a DC/DC buck converter with a 24V input, 12V to 14V output, +/-1% output voltage ripple, and a switching frequency of 100 kHz for a 20W resistive load. (academic: Power Electronics Course)

Smart Glove – designed a boxing glove that ensures the user warmed up, checks his bpm, and ensures that he trained and cooled down. (academic: Instrumentation Course)

Water Utility Design – designed a water utility well system for an artesian well under certain specifications. (academic: Industrial Electrification Course)

LEADERSHIP AND VOLUNTEERING ACTIVITIES

Al Kamandjati Organization, Beirut, Lebanon Jan 2018-Present

- Delivering musical workshops, music appreciation classes, and extra oud lessons

Right to Play Association, Beirut, Lebanon May 2021-March 2023

- Delivered music for development sessions

Papers: RRR (Reuse, Reduce, Recycle) Community-Based Project, Beirut, Lebanon Jan 2019-Feb 2020
Team Leader

- Conducted several assessments, interviews, site visits, and desk reviews in Beirut's Palestinian refugee camps. Then completed planning, designing, submitting proposals and budgets, and getting approvals for several workshops about environment and recycling activities for Al Galilee UNRWA High School. Work conducted under the supervision of the Center of Civic Engagement at AUB and with funding from the Mastercard Foundation

Peer Mentorship Program, Beirut, Lebanon Sept 2018-May 2020
Mentor

- Assumed the role of a mentor to a new Master Card Foundation scholar for two consecutive academic years

All Girls Code, Beirut, Lebanon Aug 2018

- Completed three days of volunteering as a logistic volunteer with All Girls Code's Tech Immersion 2.0 Annual Program at AUB

American Society of Civil Engineers AUB Student Chapter, Beirut, Lebanon Jan 2018

- Completed five days of volunteering work during the ASCE-AUB Student Chapter's Volunteering Camp in Damour renovating a public school

CONFERENCES AND CERTIFICATIONS

Google Project Management Professional Certificate Oct 2022-Dec 2022

- Completed the six courses offered in this Professional Certificate offered by Google and Coursera with funding from the Amideast Scholarship Program

Baobab Summit: Scholars@10 Edition, Kigali, Rwanda Sept 2022

- Selected as a speaker in the "Morning Plenary: For Us, by Us" panel which is a TED-like talk for scholars to share their personal experiences and journeys at the MasterCard Foundation annual Baobab Summit in Kigali, Rwanda that hosts scholars from more than 20 countries

SKILLS

MS Word, Excel, PowerPoint, Primavera, @Risk and PrecisionTree, C++, Visual Basic, VHDL, OrCAD, MikroC for PIC programming, LabVIEW, Matlab Simulink, DIALux, PowerWorld software, ProTools, Cadence, High-Frequency Structure Simulator

LANGUAGES

Fluent in English and Arabic (writing, reading, and speaking)