

Leila Sukkar

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EDUCATION

- American University of Beirut**
BEng in Industrial Engineering, minor in Business
Beirut, Lebanon
Sep 2017 - Jun 2023
- International School of Choueifat**
International Program
Beirut, Lebanon
Jun 2017

PROFESSIONAL EXPERIENCE

Levantia S.A.L - Intern Jun 2022 - Aug 2022

- Assisted in coordinating export operations, ensuring timely delivery of goods and adherence to export regulations
- Worked collaboratively with cross-functional teams to optimize processes, resulting in increased efficiency and productivity
- Proactively identified areas for improvement within the export process, implementing solutions that improved accuracy and reduced errors
- Participated in the review of financial and operational data to identify opportunities for cost savings and increased profitability

MAWAD S.A.R.L - Intern Jun 2021 - Aug 2021

- Displayed responsibility by scheduling weekly meetings, along with supervising and monitoring all activities in progress
- Managed inventory levels and maintained accurate records of available stock to ensure timely fulfillment of client orders
- Successfully completed daily reports for quality control of wood products, demonstrating attention to detail and commitment to ensuring high product standards

Mahfouz Trading Company - Intern Dec 2020 - Jan 2021

- Arranged meetings and interviews with the CEO to gather his input on company wastes
- Visualized the manufacturing system to find the main sources of waste by clearly defining the steps of the process
- Analyzed the supply chain process and assisted in warehousing management and inventory control
- Ensured timely delivery of goods through effective coordination with suppliers and logistics providers

EXTRACURRICULAR ACTIVITIES

AUB Outdoors - Safety Team Leader Present

- Trained and supervised a team of safety volunteers
- Developed and implemented safety protocols and emergency response plans
- Collaborated with other team leaders to identify and mitigate potential safety risks

Makhzoumi Foundation - Head Volunteer Jun 2017 - Present

- Organized the preparation of food and clothing packages for more than 400 families by controlling the inventory and managing the distribution
- Improved interpersonal skills by actively listening to people in need and finding a balance between empathy and professionalism
- Enhanced the management between meetings, workshops, and shifts

Math Assistance - Tutor Mar 2021 - Jan 2023

- Adopted a positive learning environment by praising students, emphasizing their strengths, and encouraging them to challenge themselves
- Improved verbal and written communication skills to transmit complex ideas and comprehensive notes
- Demonstrated patience and good judgment when working with demanding students

Ajialouna - Team Leader May 2019 - Jun 2019

- Participated in organizing and delivering food for the less fortunate
- Led a team during the organizing and delivery food in a way to optimize workflow
- Managed the coordination of a substantial Iftar event at Biel, catering to over 700 families

Live Love Beirut - Team Leader August 2018

- Coordinated the cleaning of the shores in Lebanon

SKILLS & LANGUAGES

- Proficient with Microsoft Office (Word, PowerPoint, Excel & Outlook), Python (basic)
- Fluent in English, Arabic and French