

## **Eliane Francis**

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### **OBJECTIVE**

Dedicated and skilled electro-mechanical engineer with a strong educational background, problem-solving abilities, technical knowledge and practical experience. Seeking a challenging position to contribute to the success of a dynamic organization, apply my technical expertise, and foster professional growth in a team-oriented environment.

### **EDUCATION**

- Bachelor of Science in Electro-mechanical Engineering, 2018  
Université Saint-Joseph (USJ), Beirut
- The Baccalaureate (SG), 2013  
Collège des Soeurs des Saints Coeurs - Ain Najm, Beirut
- The National Certificate of "Brevet," 2010  
Ecole Notre Dame des Dons des Soeurs Antonines, Deckwaneh, Beirut

### **SKILLS & QUALIFICATIONS**

- Strong technical knowledge and expertise in mechanical systems, equipment, and maintenance practices.
- Strong understanding of procurement processes, supply chain management, and vendor management. Familiarity with sourcing strategies, supplier evaluation and selection, contract negotiation, and procurement best practices.
- Proficiency in conducting cost analysis, estimating budgets, and negotiating prices and terms with suppliers. Ability to optimize costs while ensuring quality and reliability of procured mechanical products
- The ability to lead and supervise a team of maintenance technicians, providing guidance, training, and performing management to ensure efficient and effective maintenance operations.
- Strong analytical and problem-solving skills to diagnose problems, propose effective solutions, and implement corrective actions to minimize downtime and optimize equipment performance.
- Understanding of safety regulations and the ability to ensure compliance with applicable codes and standards.
- Excellent communication skills, both written and verbal. Additionally, strong documentation skills to maintain accurate records of maintenance activities, equipment history, and reports are necessary.
- Adapt to changing priorities, work under pressure, and handle multiple tasks simultaneously.

## **EXPERIENCES**

Climate Control International Sarl: August 2016

Intern

- Gained knowledge of various air conditioner types: DX, chilled water, and VRV.
- Assisted with site visits involving sanitary and HVAC work.
- Participated in building load calculations considering weather data, design conditions, external and internal loads, ventilation, and infiltration.

Dar al-Handasah – Shair: July-August 2017

Intern

- Acquired familiarity with Dar Al-Handasah rules and regulations.
- Developed skills in Heating Ventilating & Air Conditioning (HVAC), Plumbing, and Firefighting.
- Explored major HVAC, plumbing, and firefighting equipment through manufacturers' catalogues.
- Contributed to an ongoing project involving HVAC and Plumbing works.

Sohat – Nestlé Waters and Othua – Etudes et Réalisations d'Automatisations Industriels: April 2018

Final Year Project: Defections detection and removal on a production line with quality control.

- Led a project focused on detecting and removing defective products on a production line while providing feedback on the manufacturing process's reliability.
- Demonstrated proficiency in sensors, actuators, PLC programming, and HMI programming.
- Developed skills in creating electrical drawings, GRAFCET, PLC programming using ladder logic, and HMI programming.

Khater Engineering & Trading Sarl: July 2018 – May 2020

Procurement & Biding Engineer

- Prepared comprehensive Commercial and Technical Comparison reports.
- Conducted thorough analysis of project requirements and selected appropriate materials.
- Successfully negotiated with suppliers to ensure cost-effective procurement.
- Prepared detailed Technical Material Submittals.
- Performed cooling & heating load calculations, pressure drop calculations, and acoustic and sound attenuation calculations.
- Demonstrated expertise in selecting and specifying mechanical equipment for various projects (VRV, AHUs, FCUs, Precision Units, Chillers, Fans, PICVs, etc..).
- Prepared Mechanical Works Offers for diverse sectors such as hospitals, residential buildings, hotels, universities, and schools.
- Prepared products offers including HITACHI VRV, CIAT AHUs, FCUs, Chillers, and more.

Saint George Hospital University Medical Center: January 2021 – Present  
Mechanical Section Supervisor

- Supervises the activities of assigned personnel in the mechanical, HVAC and plumbing sections. Oversee and lead the team of maintenance technicians, providing guidance, training, and performance management.
- Develop and implement maintenance plans, including preventive maintenance schedules, repairs, and equipment inspections. Coordinate with other departments to schedule maintenance activities and minimize disruptions to operations.
- Promote and enforce safety protocols and compliance with applicable regulations and standards (JCIA). Conduct regular safety inspections, identify potential hazards, and implement corrective actions to maintain a safe working environment
- Monitor equipment performance, analyze data, and implement strategies to improve reliability, efficiency, and uptime. Identify root causes of equipment failures and implement corrective measures to minimize downtime
- Assist in developing and managing maintenance budgets, tracking expenses, and optimizing costs. Evaluate the technical and economic feasibility for the acquisition of new equipment or modification of existing equipment.
- Coordinate with external suppliers, and contractors for maintenance services, repairs, and equipment procurement. Evaluate vendor performance, negotiate contracts, and ensure compliance with service level agreements.

References available upon request