

Racha Baaklini

Beirut, Lebanon

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An Electro-Mechanical Engineering graduate with a Master's degree in Engineering Management, bringing a proven track record of high academic achievement and excellence. My passion for continuous learning and self-growth is evident in my commitment to going the extra mile in every endeavour, ensuring a comprehensive understanding of my field and readiness for the challenges of professional life.

Skills include: presentation skills, time-management, leadership and team collaboration, using probability for decision making, project management, financial management, risk management, analytical thinking, problem-solving, interpersonal communication, critical thinking.

Professional Experience

AUB, Lebanon // GRADUATE FELLOWSHIP ASSISTANTSHIP (GFA)

JAN 2022 – DEC 2023

- Excelled with an overall GPA of 3.92.
- Graded assignments, exams, and papers.
- Prepared course materials, set up and maintained class websites, and managed communication with students.
- Supervised and proctored exams to ensure a fair and secure testing environment.

POWER PRO, Lebanon // ASSISTANT OF MAINTENANCE MANAGER

DEC 2021– FEB 2022

- Skillfully performed intricate calculations, ensuring accurate and efficient results in maintenance operations and planning.

TERRE DES HOMMES (ITALY), Lebanon // PROJECT COORDINATOR

APR 2021 – JUL 2021

- Orchestrated seamless collaboration and coordination among agencies, optimizing project outcomes.
- Assisted teachers, managed efficient food distribution for more than 250 children, and provided diligent supervision to ensure children's well-being.
- Conducted meticulous inventory counts for stationary and office supplies, ensuring adequate resources for seamless operations.
- Assisted the outreach team during field visits, contributing to the timely achievement of project objectives.
- Expertly registered and documented beneficiaries/children in diverse programs, including Psychosocial Support activities, promoting their access to essential services.
- Performed data collection for beneficiaries, identifying and referring vulnerable cases for immediate support.

DAR AL HANDASAH, Lebanon // MECHANICAL ENGINEERING INTERNSHIP

JUL – AUG 2019

- Acquired skills in the utilization of industry-standard software and tools, such as AutoCAD and Revit.

- Designed an innovative ventilation and air conditioning system using HAP, showcasing ingenuity and problem-solving skills.
- Designed a comprehensive fire system, prioritizing safety and compliance standards, ensuring optimal protection.

SELF EMPLOYED, Lebanon // PRIVATE TEACHER

2016 – CURRENT

- Empowering students as a dedicated Math, Physics, French, and English teacher, fostering their academic growth and success.

Education

American University of Beirut (AUB), Lebanon - 2023

Master's in Engineering Management-Financial and Industrial Engineering Track (Overall GPA: 3.92)

Saint Joseph University (USJ), Lebanon - 2020

Electrical Engineering - Specialty in Electro-Mechanical Engineering

Collège Notre Dame De Jamhour, Lebanon - 2015

Baccalaureate Degree in Life Science (Mention Bien)

Additional Information

- **Languages:** ARABIC - Native // ENGLISH – Fluent // FRENCH – Fluent
- **IT skills:** Advance in: MS Office (Word, PowerPoint, Outlook, Excel), Cisco WebEx, Zoom, Teams.
- **Interests:** Volunteering and community involvement, learning languages, travel, listening to music, swimming, reading, watching documentaries, tennis, hiking.

References: Available upon request
