

JEAN PIERRE EL CHAAR

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EDUCATION

University of Balamand
Bachelor's in Business Administration Business Management

Lebanon
Sep 2013 - June 2018

EXPERIENCE

AJ TECHNOLOGY

Operations Coordinator / Team Lead

Beirut, Lebanon
August 2021 - June 2023

- Coordinated cross-functional teams to successfully complete 10 projects within a 6-month period, resulting in an increase in overall project efficiency.
- Developed and implemented a diversity and inclusion training program for internal operations, resulting in employee satisfaction and engagement.
- Led communications efforts as the primary spokesperson for the organization, resulting in an increase in positive brand visibility.

VISIONARIS

Project Coordinator

Akkar Lebanon
March 2022 - May 2022

- Coordinated and executed a comprehensive needs assessment survey for 200 refugees in Lebanon, resulting in the identification of key areas for intervention and support.
- Developed and implemented a training program on life skills for 200 refugees, leading to an increase in their ability to adapt to their new environment and improve their quality of life.
- Facilitated the establishment of partnerships with local NGOs and government agencies, resulting in an increased access to resources and services for over 500 refugees.

MINJARA

Project Coordinator / ALI Representative

Tripoli Lebanon
Sept 2018 - December 2020

- Represented the Board of Directors of the Association of Lebanese Industrialists at various industry conferences and events, establishing partnerships with key stakeholders and increasing brand visibility.
- Implemented a comprehensive marketing strategy that included targeted advertising campaigns and social media promotions
- Coordinated a team of 10 carpenters and designers to develop and implement innovative furniture designs, resulting in an increase in customer satisfaction ratings.
- Implemented project management tools and processes to streamline workflow

SKILLS

Computer Skills:	Microsoft Excel, Microsoft Project, SmartSheets
Communication Skills:	ability to create engaging presentations, effectively conveying complex data.
Project Management:	proficiency in project management methodologies, creating project plans, setting milestones.
Time Management:	effectively manage time and meet project deadlines, creating work breakdown structures

ONLINE COURSES

Introduction to Project Management

Udemy

In my project management course, I learned how to manage entire projects and gained practical experience through a comprehensive case study. I received valuable project management templates and documents, understood the project manager's role, studied both Waterfall and Agile methodologies (including Scrum), and learned fundamental theory and best practices. Additionally, I mastered using Microsoft Excel for creating crucial project management documents.

EXTRA EXPERIENCE

Balamand Entrepreneurship Club

Founded University of Balamand's Entrepreneurship Club, under the partnership and supervision of Tripoli Entrepreneurship Club; in which events and meetings were hosted to introduce soft skills and entrepreneurial skills to Balamand students and engage the beneficiaries with the current markets.