

CURRICULUM VITÆ
MELISSA TAUKE

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✓ **Education**

Sep 2020
Sep 2022 Conservatoire national des arts et métiers, Lebanon & Paris
Master in entrepreneurship and project management

Sep 2011
Dec 2015 The Holy Spirit University of Kaslik, Lebanon
Bachelor in Interior Design

June 2010 Collège des Sœurs des Saints Cœurs, Kfarhabab
General sciences baccalaureate

✓ **Certification**

Jun 2022 Université Saint-joseph, Lebanon
Certified "Sustainable businesses leading to economic growth"

Oct 2023 Global mentorship initiative, U.S
GMI certified mentor

✓ **Experience**

May 2023- Aug 2023 Dispatch Coordinator at **American Standards Services**, *California (remote)*

- Managed facilities projects across more than 5 states in the US
- Handled budget studies and approvals
- Facilitated direct communication between US clients, technicians, procurement and accounting departments
- Processed payments methods and finalized projects

Sep 2022- Dec 2022 Project Coordinator at **Innovators Gate**, *Lewis- Delaware (remote)*

- Coordinated project management activities and allocated resources
- Engaged with 14 sponsors and stakeholders to contribute to project planning
- Collaborate with CEO on project strategies
- Supported the marketing team department with marketing strategies

Jan 2019- Aug 2022 Administrative Clerk seconded by **UNHCR** at the Ministry of interior, *Lebanon*

- Participated in daily office tasks and evaluated administrative services
- Processed applications, licenses and permits related to emigration inquiries
- Contributed to the management of Lebanese elections 2022 operations
- Managed communication with consulates and ministries
- Tracked legal transactions accomplishments

Jun 2018- Dec 2018 Interior Designer at **FAY architects' group**, *Lebanon*

- Designed 3 projects in 2D-3D (Sketch up)
- Developed budget cost estimations for small projects
- Managed customers and stakeholders' relationships
- Supervised teams on-site

Sep 2016- Jun 2018 Field Officer at **Caritas** cash program funded by **UNICEF**, *Lebanon*

- Developed monitoring and evaluation tools
- Conducted assessments and surveys
- Studied and reported each case
- Referred over 2500 refugee cases and provided follow up support
- Assisted in logistics when required

✓ **Skills**

1. Language

- Arabic: Native (Speaking, Writing, Reading)
- French: Advanced (Speaking, Writing, Reading)
- English: Advanced (Speaking, Writing, Reading)

2. Technical Skills

- Microsoft Project, Click up, whimsical, slack
- Word, Excel, PowerPoint
- Adobe Photoshop, AutoCAD, sketch up
- Internet Navigation, research
- Social Networking (Facebook, Instagram, LinkedIn)

Soft Skills

- Effective communication
- Problem solving & Adaptability
- Leadership & time management
- Team collaboration