

Leen Abou Salman

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SUMMARY

Mechanical Engineer with 3+ years of experience in technical design, product management, operations, and data entry across the manufacturing, logistics, e-commerce, and F&B industries in the Middle East.

WORK EXPERIENCE

Technical Designer and Production Specialist

Mar 2024 – Present

Yassine Group: A Leading Company in the Wood Industry

Choueifat, Lebanon

- Deliver 40+ monthly projects by meeting with domestic and international clients to gather requirements, budgeting and sending quotations, supervising workers, and managing the workflow from start to finish.
- Achieve precise production outcomes by developing 35+ detailed 2D technical drawings monthly in AutoCAD, converting them to PSD files, and delivering ready-to-print files to the iMaxCan printing team.
- Boost sales by guiding customers in selecting optimal materials and products based on usage, preferences, and budgets, while ensuring customer satisfaction throughout the delivery and after-sales process.
- Strengthen company branding by producing marketing collateral, including product catalogs, PowerPoint presentations, and technical documentation using Microsoft PowerPoint and Adobe Photoshop.

Data Entry and Content Specialist

May 2022 – Mar 2024

Toters: A Leading Delivery and E-Commerce Platform in the Middle East

Beirut, Lebanon

- Launched 100+ new merchant profiles monthly by entering and managing customers' data in the system, designing visuals via Photoshop and Canva, uploading menus, and sourcing stock images when needed.
- Performed menu and store updates for 500+ restaurants and stores in Lebanon and Iraq by uploading CSV and Excel files and collaborating with the business development and content teams.
- Submitted projects on time utilizing Asana for task management, Google Workspace and Microsoft Office for document sharing, and collaborating with a team of 200+ professionals on Slack.

EDUCATION

Bachelor of Science, Major in Mechanical Engineering

Oct 2019 – Aug 2023

Lebanese International University

Beirut, Lebanon

CERTIFICATIONS

SolidWorks 2024 Essential Training: A 10-Hour Course by Gabriel Corbett and LinkedIn

Feb 2025

Excel for Engineering Professionals by Jan Karel Pieterse and LinkedIn

Feb 2025

AutoCAD 2025 Essential Training: A 10-Hour Course by Shaun Bryant and LinkedIn

Feb 2025

Learning AutoCAD 2025 by Shaun Bryant and LinkedIn

Feb 2025

SKILLS

- | | | |
|---------------------------|------------------------|--------------------------|
| • Mechanical Design | • Engineering Analysis | • AutoCAD and SolidWorks |
| • Technical Drawing | • Project Management | • Adobe Creative Suite |
| • Manufacturing Processes | • Communication | • Microsoft Office Suite |

LANGUAGES

- | | | |
|------------------|-------------------|--------------------|
| • Arabic: native | • English: fluent | • French: beginner |
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