

Sara Al Atrash

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Project Manager

Seasoned Interior Architect and Project Manager with 12+ years of experience delivering high-value, sustainable design and construction projects across residential, commercial, and smart living sectors. Proven ability to manage cross-functional teams, oversee multimillion-dollar budgets, and deliver projects exceeding client expectations. As a Leadership Coach, has mentored 200+ individuals, integrating emotional intelligence with youth empowerment. Member of the UNDP Advisory Board, supporting national youth leadership initiatives and sustainable development goals.

WORK EXPERIENCE

MARCH NGO – Houna Beirut **03/2024 – 03/2025** **Transformational Leadership Coach**

- Delivered 40+ coaching sessions on leadership, communication, and personal development.
- Mentored 60+ volunteers, significantly improving team morale and goal-setting.
- Designed and facilitated workshops, boosting collaboration by 35%.

Quin LLC – Growth Technology (GT Holding) **01/2024 – 09/2024** **Project Manager** **Las Vegas**

- Managed the design and delivery of 100+ smart villas under the Livv Homes project.
- Oversaw BOQ preparation, logistics, and material specifications.
- Achieved 100% on-time project delivery and increased client retention by 20%.

Construction Management Co. – CMCCO **02/2020 – 12/2023** **Project Manager & Interior Architect**

- Directed 30+ commercial projects from concept through completion.
- Collaborated with clients, engineers, and suppliers to meet specifications and timelines.
- Delivered detailed design documentation, furniture specs, and installation drawings.

United Nations Development Programme (UNDP) **10/2020 – 09/2023** **Advisory Board Member**

- Co-developed YLP 6, a national youth leadership framework.
- Consulted on curriculum and best practices for leadership programs.
- Acted as a liaison between youth, institutions, and civil society.

4 F.E.S.T. LLC – Lebanon Branch **08/2016 – 01/2020** **Regional Manager & Sr. Interior Architect**

- Managed operations, budgets, and staffing across multiple locations.
- Led project design and execution for commercial and residential sectors.
- Improved team efficiency by 30% through training and strategic restructuring.

Premium Intl Group **12/2015 – 07/2016** **Marketing & Design Manager**

- Led marketing and design strategy across digital and print platforms.
- Improved market reach and client engagement by 18%.
- Directed PR campaigns and internal design processes.

Forum de Beyrouth – SACI Group
Project Coordinator

09/2014 – 11/2015

- Managed logistics, media relations, and stand designs for 20+ major exhibitions.
- Delivered events with up to 5,000 attendees, on time and under budget.

Conceptos
Interior Architect

01/2014 – 08/2014

- Created concept designs, BOQs, and mood boards using 3ds Max, AutoCAD, and Photoshop.
- Conducted site visits to ensure quality control and client alignment.

Y-Gate Engineering Co.
Junior Interior Architect

01/2012 – 12/2013

- Developed architectural presentations, 3D models, and public-facing design concepts.
- Supported real estate development initiatives and project coordination.

EDUCATION

MBA in Management

Lebanese International University • GPA: 3.78/4.0

06/2018

Major: Management Minor: Marketing

Bachelor of Interior Architecture

Lebanese International University • GPA: 3.64/4.0

06/2013

Interior Architecture (Transfer)

Lebanese American University • GPA: 3.9/4.0

02/2010

Life Science Baccalaureate

Lycée de la Finesse

06/2009

Score: 13/20

CERTIFICATIONS

Green Technology

LinkedIn

Transformational Leadership

Alison Acadamy

UNDP Youth Leadership Program (YLP 5)

AI Fundamentals

Coursera

Photoshop & Advertisement

HBC COLLAGE

3D Max & V-Ray

HBC COLLAGE

Time Management

IHAVELEARNED Academy

Disinformation Training

USJ University

Incubation Program

Berytech

SKILLS

Design & Architecture: 3ds Max + V-Ray, AutoCAD 2D/3D, Canva Pro, Photoshop

Project Management: Asana, Microsoft Office, QuickBooks

AI & Productivity Tools: Digital Communication Tools, OpenAI Tools (Intermediate)

Languages: Arabic: Native, English: Professional Proficiency, French: Beginner