

EDWARD BOU WAKED

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EXPERIENCE

Operations Manager

Feb. 2024 – Sept. 2025

Oreyeon LDA | Beirut, Lebanon

- Managed cross-functional teams and supplier relationships, ensuring smooth delivery of complex operational processes
- Spearheaded the design and implementation of an ERP system using Airtable, fully automated to enhance daily operations
- Collaborated with cross-functional teams to identify operational needs, define ERP requirements, and lead testing and validation to ensure a fully tailored system rollout
- Performed budget planning, variance analysis, and forecasting, ensuring cost control and alignment with strategic objectives
- Led continuous process optimization by standardizing workflows, creating SOPs, and integrating QMS principles to enhance operational efficiency
- Assisted in recruitment, onboarding, and employee record management in coordination with HR, ensuring smooth integration and compliance with internal policies
- Delivered a seamless cross-border operational relocation, delivering a 25% cost reduction with zero supply-chain disruptions
- Led risk mitigation initiatives and internal audits to ensure compliance with ISO9001 and AS9100 standards

Independent Contractor

March 2023 – Present

Freelance | Beirut, Lebanon

- Managed Small/Medium scale renovation projects, ensuring compliance with safety and regulatory standards
- Led end-to-end client management from proposal development to delivery, ensuring project scope, timelines and budgets were met
- Conducted detailed assessments of client needs and project objectives to ensure seamless execution and client satisfaction
- Negotiated contracts and developed tailored solutions aligned with client needs, improving satisfaction and profitability

Accounts Receivables Specialist

March 2022 – Sept. 2023

TotalCare Hulen Offshore | Beirut, Lebanon

- Managed financial transactions and documents, ensuring accuracy and compliance with regulations
- Delivered data-backed insights through financial modeling, supporting strategic decision and identifying growth opportunities
- Developed strategies to optimize accounts receivables processes, aligning them with organizational goals
- Reduced the Aging Revenue by more than 20% on average each month

Business Consultant Intern

Aug. 2020 – March. 2021

BD-Consult | Beirut, Lebanon

- Conducted financial analysis and reporting for businesses on a monthly and quarterly basis
- Conducted market research and client-specific competitive analysis across multiple sectors including F&B and Healthcare
- Evaluated diverse organizational systems to identify workflow, communication and resource utilization
- Conducted meetings with clients to determine project scope, expectations and budget allocation

Site Engineer Intern (CNAM University Project)

April 2020 – July 2020

ME Group | Beirut, Lebanon

- Performed firefighting Shop Drawings, HVAC system grills selection, HVAC system pipe sizing and project takeoff
- Assisted senior engineers in the planning and execution of construction projects, ensuring adherence to timelines and budgets
- Prepared and reviewed technical drawings, blueprints, and specifications for construction projects

Alpine Ski Instructor – Team Lead

Dec. 2015 – Present

Club Faraya Mzaar | Faraya, Lebanon

- Led and mentored a team of 40 instructors, designing and delivering tailored training programs for diverse age groups, skill levels, and competitive objectives
- Assisted in the setup and maintenance of racecourses
- Built partnerships with sponsors and ski equipment brands, securing funding for training programs and operational improvements
- Planned and organized local/international ski events, coordinating logistics, accommodation, and training schedules
- Organized and managed ski events, boosting community engagement and generating additional revenue stream

EDUCATION

Notre Dame University, Lebanon | B. of Engineering in Mechanical Engineering (Bac +5)

Sept. 2016 – Dec. 2021

- Distinctions: Dean's Honors List Spring 2020 and Fall 2020

SKILLS & INTERESTS

- **Technical Skills:** Office 365, MS Project, Tableau, Power BI, Clickup, Slack, AutoCAD, Revit, Solidworks, Make, n8n
- **Soft Skills:** Communication, Leadership, Negotiation, Planning, Budgeting, Conflict Resolution, Risk Management, Market Research, Pitch/Proposal Development, Stakeholder Coordination, Project Management
- **Languages:** English (Fluent), French (Fluent), Arabic (Native)
- **Professional Affiliations:** Member of the Order of Engineers and Architects in Lebanon
- **Certifications:** Google Analytics for Beginners, BCG Strategy Consulting Virtual Experience Program, Introduction to Data Studio