

# Sirine Al Rachidi

Lebanon – Akkar

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Motivated Civil and Environmental Engineer with a strong foundation in construction, site coordination, and building materials exposure through internships and fieldwork. Skilled in communication and collaboration with engineers, contractors, and stakeholders. Seeking an entry-level civil engineering role in the building materials industry to develop technical and commercial expertise.

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## Education

### **Bachelor of Civil and Environmental Engineering**

Beirut Arab University – Tripoli, Lebanon

January 2022

## Internship

### **Civil Engineering Intern**

*Tripoli Municipality – Lebanon*

Jan 2021 – Dec 2021

- Assisted in the rehabilitation of fire-damaged municipal buildings.
- Prepared reports and contributed to **Bills of Quantities (BOQ)**.
- Supported quality control and material follow-up during rehabilitation works.
- Gained exposure to urban restoration, construction materials, and on-site coordination.

### **Construction Site Intern**

*Osman Construction – Lebanon North*

Aug 2020 – Aug 2022

- Participated in the construction of a residential building under licensed supervision.
- Assisted in site preparation, foundation works, and structural activities.
- Coordinated with subcontractors and monitored material usage on site.
- Ensured compliance with safety standards and construction procedures.

## Professional Experience

**REACH Field Officer***ACTED – Lebanon , Beirut*

Sep 2024 – Nov 2025

- Coordinated logistics, reporting, and team operations across multiple stakeholders.
- Maintained accurate documentation and data validation.
- Built strong professional relationships with local partners and beneficiaries.

**Enumerator / Field Supervisor***ACTED, FAO, UNICEF, Medair – Lebanon*

2022 – 2023

- Conducted field assessments and technical surveys.
- Supervised teams and ensured accurate data collection and reporting.
- Demonstrated strong communication, organization, and problem-solving skills in demanding field environments.

**Technical Skills**

- AutoCAD
- Revit
- Microsoft Office (Excel, Word, PowerPoint)
- BOQ preparation (basic level)
- Site coordination & reporting

**Professional Skills**

- Communication with engineers and contractors
- Team collaboration and coordination
- Attention to detail
- Willingness to learn and adapt
- Time management and organization

**Languages**

- Arabic: Native / English: Fluent / French: Fluent

**Certifications & Training**

- IELTS
- DELF B2
- First Aid
- Time Management
- Professional Ethics & Anti-Fraud