

# FARAH KASSEM

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Nationality: American/ Lebanese

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**ABET-Accredited Civil Engineer** accomplished in business development, project execution, and strategic procurement. Skilled in proposal writing, design, project management, construction oversight and public relations. Committed to optimizing resource allocation and ensuring vendor compliance to drive project success.

## EDUCATION

Bachelor of Science in Civil Engineering (SEP 2017 – JULY 2021)

Eastern Mediterranean University (with distinction CGPA 3.2/4 )

## EXPERIENCE

AT RCC, LEBANON. 2024-2025

Job title: Business Developer Engineer

Tracked RFP's and bids to develop new business opportunities.  
Delivered performance updates, weekly business reviews and planning meetings.  
Sourcing and procuring materials and equipment for a variety of projects.  
Built and maintained client relationships, by identifying new sales opportunities.  
Generated revenue through direct sales and email campaigns.

AT YMK CONSTRUCTION, LEBANON

Job title: Civil engineer QC/QA 2022-2023

Structural analysis and design for earthquake resistant buildings upon specific norms consulted by Bureau Veritas.  
Created progress reports and documents for each job site.  
Oversaw all aspects of construction projects, from site preparation and foundation work to interior finishes and MEP installations.  
Ensured quality control throughout the entire construction process and maintained open communication with clients and stakeholders.  
Established project milestones, work schedules and deadlines.

AT UNHABITAT, LEBANON

Job title: Civil engineer QC/QA 2021

Provided quality control, prepared bills of quantities, and supported the project manager in cost management.  
Ensured tasks were executed in accordance with the project plan and monitored labor, trades, operators, and machinery on-site.  
Prioritized safety measures and established project milestones, work schedules, and deadlines.

## SKILLS

- Project Management Professional certificate
- Revit BIM, Civil 3D
- MS Office
- Primavera
- Social work, Communication skills
- Languages: English (Native), Arabic (Native)