

EDWARD BOU WAKED

Lebanon | +961 71 978 330 | edwardtbouwaked@gmail.com | <https://www.linkedin.com/in/edwardbouwaked>

EXPERIENCE

Operations Manager

Aug. 2024 – Sept. 2025

Oreyeon LDA | Coimbra, Portugal

Promoted from Internal Operations Associate; retained ownership of prior responsibilities while expanding scope to include strategic and leadership functions

- Led cross-functional teams across suppliers, logistics, and internal stakeholders, ensuring alignment on priorities, 100% on-time delivery, and operational continuity
- Designed and implemented a customized ERP system (Airtable), translating business needs into system workflows, increasing efficiency by 50% and enabling real-time performance visibility
- Owned end-to-end initiative lifecycle, from requirements discovery and prioritization to execution and delivery, aligning stakeholders across functions
- Defined and tracked KPIs and success metrics, improving decision-making speed and cross-functional visibility
- Identified and executed cost-saving initiatives, reducing operational expenses by 25% without impacting performance
- Built and standardized SOPs and internal frameworks, structuring workflows and enabling scalable, repeatable execution
- Led risk management and internal audit initiatives aligned with ISO9001 and AS9100, strengthening compliance and reducing operational risk exposure
- Successfully led cross-border relocation of operations with zero disruption, ensuring business continuity

Internal Operations Associate

Feb. 2024 – Aug. 2024

Oreyeon LDA | Coimbra, Portugal

- Managed full procurement cycle end-to-end, reducing operational costs by 25% while maintaining supply continuity
- Automated and optimized workflows using ClickUp, improving team efficiency by 50% and enhancing task visibility and coordination
- Developed and prioritized procurement strategies across categories, balancing cost, quality, and delivery timelines
- Negotiated with local and international suppliers, securing favorable terms and improving supplier performance

Operations & Business Consultant (SMEs)

March 2024 – Present

Freelance | Beirut, Lebanon

- Led end-to-end delivery (scope, priorities, timelines), working closely with clients to define objectives and ensure alignment throughout execution
- Advised multiple clients on operational improvements, project execution, and process optimization
- Conducted business assessments to identify inefficiencies, cost drivers, and improvement opportunities
- Developed tailored solutions based on client needs and user requirements, improving operational performance and overall experience
- Facilitated client discussions and workshops to clarify requirements, define scope, and drive decision-making

Business Consultant Intern

Aug. 2020 – March. 2021

BD-Consult | Beirut, Lebanon

- Conducted financial and market analysis across multiple industries (F&B, Healthcare)
- Evaluated business models, workflows, and resource utilization to identify improvement areas
- Supported client engagements through research, reporting, and strategic recommendations

Alpine Ski Instructor – Team Lead

Dec. 2015 – Present

Club Faraya Mzaar | Faraya, Lebanon

- Led and mentored a team of 40 instructors, managing performance, training, and scheduling
- Designed structured training programs tailored to different skill levels and objectives
- Organized large-scale events and managed logistics, partnerships, and operations

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, KPI Definition, Performance Tracking, Conflict Resolution, Risk Management, Market Research, Pitch/Proposal Development, Stakeholder Coordination, Product thinking & feature prioritization, User-centric problem solving, Decision-making in fast-paced environments, Workshop facilitation & stakeholder alignment
- **Languages:** English (Fluent), French (Fluent), Arabic (Native), Dutch (Basic – currently learning)
- **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