

MICHEL HADDAD

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PROFESSIONAL SUMMARY

Highly organized and results-driven Administrative & Operations Professional with extensive experience in executive support, office administration, project coordination, documentation management, and operational coordination. Recognized for professionalism, accountability, attention to detail, and the ability to manage multiple priorities in fast-paced environments. Proficient in AutoCAD, Microsoft Office, reporting, scheduling, and cross-functional collaboration. Dedicated to delivering high-quality work and contributing to organizational success.

EDUCATION

Bachelor's Degree in Business Management – AUL University (2017)

CORE COMPETENCIES

- Executive Administration
- Office Management
- Documentation
- Reporting
- Communication
- Team Coordination
- Operations Coordination
- Project Coordination
- Executive Support
- Scheduling
- Problem Solving
- Time Management

TECHNICAL SKILLS

- AutoCAD 2D & 3D
- Microsoft Excel
- Microsoft Word
- PowerPoint
- Google Workspace
- Outlook

PROFESSIONAL EXPERIENCE

Project Coordinator & AutoCAD Specialist – GEMS Lebanon (Jul 2025–Jul 2026)

- Coordinated projects, prepared AutoCAD drawings, managed documentation, reports and schedules.

Media & Marketing Operations Intern – UM Lebanon (Aug 2024–Oct 2024)

- Supported planning, reporting and campaign coordination.

Administrative & Operations Coordinator – ISF Grand Serail (Feb 2013–Jul 2021)

- Managed executive documentation, schedules, reporting and operational coordination.

Records & Archive Administrator – St. George Hospital (Nov 2010–Sep 2013)

- Managed confidential records and data accuracy.

CERTIFICATIONS

- First Aid & CPR
- Firefighting
- CERSA Airport Security
- CBRN
- Disaster Risk Reduction (UNDP)

LANGUAGES

- English (Fluent)
- French (Fluent)
- Arabic (Native)