

# Ziad Baydoun

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## EDUCATION:

**American University of Beirut, Beirut Lebanon**

*Sept. 2014 – June 2019*

Bachelor of Engineering in Industrial and Management Engineering

***Associated Courses in the Program:***

Data Analytics/ Engineering Drawing Tools / Engineering Economy / Work Measurements & Methods / Entrepreneurship/ Operation Research/ Project and Program Management/ Quality Control/ Simulation/ Strategic Planning /Supply Chain

## PROJECTS:

AUB Goes Lean – Heart for Lebanon Organization

- Used work measurements & methods skills in order to improve the system in the organization.

Project Management – Al Jihad Company

- Worked on finding recommendations related to project management of the company.

Final Year Project – Optimization of System at Rafik Al Hariri International Airport

- Applied the skills we acquired from our program (such as simulation, lean manufacturing concepts, quality control, and facility planning concepts) to work on optimizing waiting time of a passenger at the airport.

## WORK EXPERIENCE:

**Ajjalouna Organization, Project Planner and E&M Manager**

*Oct.2021 - Present*

- Established comprehensive task lists for an educational project, covering target audience definition, application procedures, project execution oversight, and budget allocation.
- Produced annual reports for the department's donors, detailing the allocation of their contributions along with necessary analyses.
- Developed the annual budget required to sustain ongoing scholarships.
- Orchestrated collaboration among relevant stakeholders to devise streamlined plans and procedures, optimizing project execution.
- Formulated departmental fundamentals and manuals.
- Engaged in fundraising activities to support organizational initiatives.
- Managed all shipping logistics for the organization.
- Oversaw project monitoring and evaluation.
- Contributed to organizational campaigns.
- Coordinated with vendors and suppliers throughout a shop renovation, establishing work schedules, obtaining quotations, conducting cost analyses, and ensuring compliance with mall regulations.

**Levant Beverage & Dairy Industries, Planning and Project Engineer Intern**

*May.2021 – August.2021*

- Contributed to the development of the factory layout and prepared the layout for the company's new location.
- Implemented waste management strategies to minimize production waste.
- Procured equipment and raw materials for production, conducting cost analyses and considering profitability.
- Enhanced the production process through the study and analysis of procedures, task analysis, waste reduction, and optimization of machine and labor utilization.

**Private Tutor***Jan. 2014 – Present*

- Provide private sessions in math, chemistry, biology, and physics for students in all school cycles and first year courses in engineering and business for first and second year university students.

**SHEILD Association, Data Entry***Dec. 2020 – Jan. 2021*

- Filled an application, provided by the WFP, with the info of the candidates that might benefit from their food distribution program.

**AUTO KHALED MOVERS, Operations Officer***July 2020 – Nov 2020*

- Responsible of the all the shipping services provided.
- Was in charge of the logistics of the work flow at the company.
- Generated the shipping and packing offers provided for the clients.
- Noted clients complains and worked on providing the suitable solutions for both parties.

**CMCCO, Planning and Scheduling Engineering Intern***June 2018 – July 2018*

- Applied what I acquired from Project Management course
- Been introduced to PrimaVera, Fedic Rules, and how to deal with claims

**HR Department of AUB, Administrative Assistant  
General Stores (GS), Salesman***June 2015 – May 2016**June 2016 – Dec. 2018***KEY SKILLS & COMPETENCIES:**

*Analytical, time management, teamwork, highly motivated, can quickly adapt, sociable, street smart & hardworking. Computer: AutoCAD, Python, Arena (Input and Output Analyzer), Visual Studio, RStudio, PrimaVera and Microsoft Office.*

**EXTRACURRICULAR ACTIVITIES:****AUB Outdoors: Construction Team Member***Oct. 2016 – Apr. 2017***Position: Construction Team member****Industrial Engineering Society:***Sept.2018-June.2019***Position: President of Subcabinet****MSFEA Gala Dinners Organization:***Sept.2018-Dec.2018***Position: Venue Team member****PUBLICATIONS:**

Atallah, L., Baydoun, Z., Fleifel, L., Haddad, J., "Optimization of the Beirut Rafik Al Hariri International Airport: Minimizing Waiting Time in a Queue". *IDEAS*,2019.