

JULIANO SLEIMAN

Baabda - Mount Lebanon | 04 AUG 1991

EXPERIENCE

JAN 2018 – CURRENT

PROJECT MANAGER | NAGGIAR Trading s.a.l.

- Formulate project contracts through budget, team management, & marketing
- Establish, improve & maintaining client satisfaction
- Lead quality assurance & perform risk management

FEB 2016 – JAN 2018

TECHNICAL CONSULTANT | NAGGIAR Trading s.a.l.

- Remodeled presentation content creation
- Industry market leaders and executives engagement
- Refined work efficiency through systematic templates

FEB 2013 – JAN 2016

INTERIOR ARCHITECT | MIMAR Architects & Engineers Co.

- Generated new concepts & necessary execution details with design team
- Enhanced & verified site drawings with senior staff
- Developed drawings with AREEN foreign design firm

SEP 2009 – AUG 2012

SENIOR CUSTOMER SERVICE COORDINATOR | ABC s.a.l.

- Scheduled weekly agenda
- Arbitrated customer complaints to resolve issues
- Organized & managed mall marketing events

EDUCATION

SEP 2015 - MAY 2018

SAGESSE UNIVERSITY | Executive Masters in Business Administration (**E-MBA**), *High Distinction (GPA 3.73)*

SEP 2010 - JUL 2013

AMERICAN UNIVERSITY OF SCIENCE AND TECHNOLOGY – AUST | Bachelor of Arts - Interior Design, *Honors Degree (GPA 3.67)*

SEP 2009 - JUL 2010

AMERICAN UNIVERSITY OF SCIENCE AND TECHNOLOGY – AUST | Graphic Design (*minor elective courses*)

JUL 2009

LEBANESE EVANGELICAL SCHOOL FOR BOYS AND GIRLS – LESBG | Lebanese Baccalaureate - Sociology and Economics, *Distinction*

LANGUAGES

ARABIC		ENGLISH		FRENCH
Native		Fluent		Basic

(+961) 70 644 955

julianosleiman@gmail.com

LinkedIn: [juliano-sleiman-74325a7a](#)

TEMPORARY EMPLOYMENT - INTERNSHIP

SEP 2012 – FEB 2013

KITCHEN DESIGNER | SCAVOLINI Italian Kitchens, KHALIFE Holding

JUL 2011 – SEP 2011

INTERIOR ARCHITECT - VISUAL MURCHANDISER | ABC

JUN 2007 – MAR 2011

SOCIAL WORKER – VOLUNTEER | World Vision Lebanon

VOLUNTEER WORK

SEP 2012 – MAY 2018 | Lebanese Red Cross

Emergency Medical Service (EMS)

- Team Leader | 2016 – 2018
- Head of Fundraising committee | 2015 – 2017

SEP 2008 – FEB 2013 | Les Scouts Du Liban, Beirut

Clan Group Leader

CORE PROFICIENCIES

- | | |
|-------------------------------|--------------------|
| - Team Management | - Budgeting |
| - Quality Focus | - Negotiation |
| - Business Development | - Communication |
| - Strategic Planning | - Training |
| - Leadership | - Customer Service |
| - Scheduling & staff planning | |

SKILLS

- | | |
|--------------------|---------------------|
| - Microsoft Office | - Adobe Photoshop |
| - AutoCAD 2D & 3D | - Adobe Illustrator |
| - Primavera P6 | - MS Project |
| - Sketch Up | |

CERTIFICATIONS

MAR 2020 | ISO Liban

ISO 9001:2015 Quality Management System

ISO 19011:2018 Quality Auditing System

AUG 2019 | ISO Liban

ISO 45001:2018 Health & Safety System

ISO 14001:2015 Environmental Management System

SEP 2017 | Roads for Life

PHTLS – Pre-Hospital Trauma Life Support

FEB 2012 | University of Michigan and Cambridge, USA

Examination for the Certificate of Proficiency in English (ECPE)

JUL 2007 | JISLS – Egypt

Leadership in Sport