

Curriculum Vitae

PERSONAL INFORMATION:

First name: Caroline
Last name: Stephan
Date of Birth: Lebanon, 22-november-1989
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Marital Status: Single
Nationality: Lebanese

Objective:

Interior Architect with 8 years of experience in large scale projects and leadership skills with management work experience, seeking a position where I can use my strong organizational and creative skills, educational background, in order to grow on a professional level while contributing to the team's success.

Education:

(2012-2014) Master's Degree in Interior Architecture
▶ The Holy Spirit University (Kaslik, Lebanon)
(2009-2012) BA Degree in Interior Architecture
▶ The Holy Spirit University (Kaslik, Lebanon)
(July 2008) Baccalaureate in "Life Science".
▶ NDL – Our Lady of Louize (Zouk, Lebanon)

Experience

(May 2020- Present) Interior Architect- Freelancer.

Gawi Group Architect – Samir & Jad Gawi (El Biyadah – Lebanon)

Responsibilities:

Project: Villa , Saudi Arabia - Riyadh.

- ▶ AutoCAD 2D Design Drawings and shop drawings.
- ▶ Mood Board Propositions and material/ furniture selections and submittals.

(February 2020- April 2020) Interior Architect- Freelancer.

SFA (Hamra, Beirut – Lebanon)

Responsibilities:

Project: Fairmount Hotel, Egypt- Cairo.

- ▶ AutoCAD 2D Design Drawings – Schematic Phase.

(August 2018- September 2019) Head of interior department - Interior Architect.

(October 2017- August 2018) Interior Architect.

Dolmen Development and contracting (Downtown Beirut – Lebanon)

Responsibilities:

- ▶ Management work.
- ▶ AutoCAD 2D Design Drawings and shop drawings.
- ▶ Mood Board Propositions and material/ furniture selections and submittals.
- ▶ Quantities – BOQ.

- ▶ Coordination between Clients and subcontractors.
- ▶ Site supervision and coordination with site engineers.
- ▶ Coordination with all interior suppliers.

(February 2015- October 2017) Interior Architect

Intramuro (Main Office) – Interior Contracting (Hamra, Lebanon)

Executed Projects:

- a) **Interior Architect – Site Supervisor & coordinator** for highest residential:
“Liv Lofts apartments – Mar Michael.”
- b) **Interior Architect – Team Leader** and **Shop drawing Supervisor** for highest residential:
“Sursok Yards apartments, Liv Lofts apartments, Dr. Melki Ibrahim Residence, Mekawi Residence & Majdalani Residence.”
- c) **Interior Architect – Team Leader** and **shop drawing Supervisor** for Major retail outlets and offices:
“Hugo Boss Store and Sara Head Office (Lebanon – Down town).”

(January 2012- February 2015) Interior Architect

Intramuro (Site Office) -Summerland-Kempinski Hotel & Resort - Jnah, Lebanon.

(22,000 sqm resort which consists of a 5,000 sqm private beach, 153 Rooms & Suites & 73 Village apartments).

Responsibilities:

- ▶ **AutoCAD 2D shop drawings :**
 - a) Detailed Floor finish & Wall finish plans.
 - b) Detailed Reflected ceiling & ceiling structure Plans (Gypsum false ceiling, Staff Ceiling & Wood ceiling).
 - c) Detailed Furniture Plans.
 - d) Detailed Wood work.
 - e) Detailed Gypsum work (Ceiling , Partitions & elements).
- ▶ **Coordination with other Subcontractors** (Architectural,Mechanical,Electrical,Designers & consultants).
- ▶ **Consultants’ responses modifications.**
- ▶ **Material selection & submittals.** (In addition to data sheets preparation)
- ▶ **Quantity Survey and Cutting List.**
Preparation:

1- Weekly Site progress.	4- Field Inspections request Submittals.
2- Design Queries Submittals.	5- Internal form Submittals.
3- Shop drawing Submittals.	
- ▶ **Site Supervision on executed areas.**

(February – November 2012) Interior Architect & Sales

Assaf Design- Furniture Gallery (Aintoura, Lebanon)

Responsibilities:

- ▶ Furniture sales.
- ▶ Interior Architect including Planning , 2D Drawings, Photoshop, Furniture Selection .
- ▶ Site Coordination.

(March – April 2010) Interior Architect & Sales

Bois Dore- Furniture Gallery (Shaile, Lebanon)

Responsibilities:

- ▶ Furniture sales.
- ▶ Interior Architect including Planning , 2D Drawings & Furniture Selection.

Skills:

▶ **Personal Skills:**

a) **Team Work Skills.**

Leadership certificate (March 2016) “Formatech” – Lebanon, Sodeco.

- b) Organized and able to take responsibilities.
- c) Ability to work under pressure and punctuation, Time-Keeping.
- d) Capable of self-learning new technologies& adaptive.
- e) Self-Motivation.

▶ **Languages skills:**

Fluent: French, Arabic spoken & written.

Good: English spoken & written.

▶ **Computer skills:**

AutoCAD 2D/ 3D, 3Ds Max, Vray Render, Photoshop , ICDL.

References Available Upon Request