

Michel A. Mghames

| Date of Birth: January 11, 1994
| Place of Birth: Beirut, Lebanon
| Marital Status: Single
| Nationality: Lebanese

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■ Summary

Dynamic, result-driven, and high-performance retail business owner and also creative designer with remarkable experience in the sales and marketing industries along with managing design and administrative elements. Expert in analyzing, developing, and executing successful business plans for client-driven stores. Skilled at crafting high-quality scaled drawings and hold proficiency in Adobe Photoshop, AutoCAD, and 3ds MAX. Able to learn and adapt to changing environments, and possesses enthusiasm for new challenges.

■ Education

Bachelor Degree | 2016 | American University of Science & Technology - Beirut, Lebanon

. Major: Interior Design | GPA : 3.50 with Distinction

Lebanese Baccalaureate II | 2011 | Notre Dame Du Perpétuel Secours - Beirut, Lebanon

. General Sciences Section

■ Professional Experience

Business Owner and Manager | June 2020 – Present

Sales Associate | August 2011 – May 2020

Mghames Electric - Beirut, Lebanon

*** Responsible for all sales activities and digital marketing along with planning and organizing the day-to-day operations, from greeting customers, answering questions, offering assistance, suggesting items, lending opinions and providing a wide range of products and services***

- Built great rapport with all vendors in an effort to grow a relationship and generate business
- Managed inventory levels and conducted marketing research in an effort to stock the latest inventory
- Created social media accounts and managed digital marketing and media buying
- Planned promotions, advertising and marketing to increase business opportunities
- Provided exceptional customer service to ensure the highest levels of customer satisfaction
- Opened and closed the store as needed and assured that all security procedures were followed
- Designed and implemented a creative visual merchandising strategy
- Ensured uniformity of displays across the entire store
- Financial oversight and review

Interior Architect

Design Pro - Achrafieh, Lebanon | July 2015 – April 2020

*** Includes interior/exterior design, project management and end-to-end quality control***

- Designed, managed and executed 20+ large scale projects that extend from residential refurbishment and new builds to key commercial and hospitality fit-outs, including the “Ministry of Interior – KSA”, “Centro Mall”, “Karbala 4 Stars Hotel”, “Baghdad Residential Compound”, “City Sightseeing Office – Downtown” and “Regus Offices - in Lebanon and abroad”
- Developed design concepts through research, sketches and high quality realistic 3D visuals
- Prepared architectural drawings, presentations boards, schedules, take off and BOQ
- Produced creative graphic contents for various media, including logo designs, business cards, company profiles, illustrations and layouts
- Prepared daily, weekly and monthly work progress reports
- Managed junior team members and trainees

- Developed strategies to solve complex technical challenges
- Maintained a strong business relationship with clients and suppliers
- Negotiated with suppliers to provide the best deals for clients

Part-Time Interior Architect

Fractal 9 - Baabda, Lebanon | March 2017 – May 2019

**** Architecture/design and professional landscaping firm****

- Designed 10+ high-end large scale luxury residential, commercial and landscape projects, including “Bader City Residential Apartment”, “Polo Club – Nigeria”, “Beit Misk – Lilac 1 Landscape”, “Jnah Park Landscape”, “Bokitta Retail Store” and “Dohat Mobile Store”
- Created 3D renderings to accurately demonstrate design concepts, layout and scale
- Prepared architectural drawings, elevations, reflected ceiling plans, details and schedules

Interior/Exterior Architect | Graphic Designer

Freelance

- “NLP” logo and business cards design
- Villa in South Lebanon exterior design and 3D
- “Faqra” chalet interior design and 3D
- Contemporary “open concept” apartment design and 3D
- “Clinique” cosmetic stand design and 3D
- “Eve” art gallery minimalistic interior design and 3D
- “Linen House – Qatar” interior design, execution drawings & 3D
- Residential villas and apartments interior design, execution drawings and 3D

■ **Skills**

Languages

- . Arabic: Native
- . English: Good level
- . French: Good level

Technical Skills

- . Expertise in project coordination, project planning, design management, research, execution drawings, free hand sketching and 3D visuals
- . Perfect operating knowledge of Microsoft Office applications
- . Autodesk: AutoCAD, 3Ds Max and V-Ray
- . Adobe applications: Photoshop, Illustrator, InDesign and After Effects
- . Management, merchandising, digital marketing, customer service, sales, multi-task management

Achievements

- . 2016: International Fitness Professionals Association
 - Personal fitness trainer certification
- . 2015: Lebanese Association for Sports Injuries Prevention
 - First aid, CPR & AED certification

■ **References & Portfolio**

Available upon request