



WORK EXPERIENCE

Management Solutions Expert – Management Consulting Business Analyst

January 2020 – Present

- Engaged with Tier 1 consulting firms while preparing organizational structures including role charters, organizational options assessment, functional statement formation, and value chain development for various authorities
- Developed HR manuals containing policies, processes, procedures, service-level agreements, and forms for ministries within GCC
- Created job descriptions and competency dictionaries for behavioral and technical competencies in several industries (Healthcare, Standards & Quality, Education & Culture, Economy, etc.)
- Developed departmental and individual KPIs based on organizations' strategy and operational requirements of large GCC players
- Conducted benchmarking and baselining exercises to gain an independent perspective about organizations' performance in markets
- Identified employee development needs based on training analysis and HR assessment (PXT and 360° Assessment) and conducted manpower planning analyses to forecast staffing level needs in different organizations

United Nations Development Programme – Civil Engineering Intern

July 2019 – December 2019

- Performed field inspections to monitor the progress of works and prepared timely progress reports for five development projects
- Assisted UNDP Engineers on a regular basis in reviewing and validating contractors' submittals, work plan, and variation orders
- Ensured efficient delivery of quality products to respective beneficiaries by recognizing projects' technical needs with municipalities and coordinating with consultants and contractors during design and implementation

Dubai Contracting Company (DCC) – Project Management Intern

July 2018 – August 2018

- Selected out of 200 students to participate in a program which consists of on-field practical work activities and site visits followed by written assessments
- Analyzed large data sets and provided relevant estimation and costing information
- Engaged in office trainings related to teamwork, cost-efficient work, and DCC's contracting strategies and organization

Contact Commercial International S.A.R.L – Lead Retail Associate

June 2015 – June 2018

- Led a team of 5 retail associates to handle a high volume of customers and provide information about products
- Analyzed consumer behavior and identified customer needs to provide optimal product selection

EDUCATION

Lebanese American University (LAU), Byblos, Lebanon

August 2015 – June 2019

- B.E. in Civil Engineering – Distinction | GPA: 3.71
- Full Scholarship from The Alexis & Anne-Marie Habib Foundation

Greater Beirut Evangelical School (GBES), Beirut, Lebanon

September 2000 – June 2015

- Baccalaureate in Life Sciences – High Honors | Score: 18/20

EXTRACURRICULAR ACTIVITIES

Personal Tutor

June 2015 – Present

- Tutored Math, Sciences, Languages and Engineering courses to over 50 high school and university students

Event Planner/ Marketing Free Lancer

June 2015 – December 2019

- Organized multidisciplinary events by securing venues and developing detailed schedules with various types of clients
- Managed client relationships and negotiated pricing packages with third-party service providers
- Developed social media PR strategies across multiple platforms and ensured all event activities are performed as per clients' needs

Colonie Des Jeunes Amis Du Sport – Volunteer

January 2015 – June 2015

- Participated in preparing events and activities for groups of students in collaboration with the "Bureau de la Francophonie"

Gilwell Scouts of Lebanon Association – Chief Leader

June 2003 – June 2015

- Participated in first aid trainings and organized several scout events
- Led a team of 80 scout members to serve the community through several social work activities

Main Actor in "Hayda Ana" – New York City International Film Festival Winner for the Best Narrative Short Film

2014

ACHIEVEMENTS

- Served as the high-school football varsity team Captain by selecting and training players that won various Lebanese championships
- Participated in the following clubs: Consulting, ASCE, ASME, Engineers without Borders and the Skiing Club at LAU
- Awarded "MVP" and "Best Scorer" awards in the "No Limits Football Academy" tournaments in 2016
- Selected as the Valedictorian of the high school graduating class of 2015
- Received a highly recognized award for maintaining high honors for consecutive years in high school
- Awarded Starbuck's "Employee of the Month" with recognition from the Middle East General District Manager in July 2015

ADDITIONAL SKILLS

- Languages: Fluent in English and Arabic; Intermediate in French
- Application Software: MS Office (Word, Excel, PowerPoint), AutoCAD, Oracle P6, Java, Robot, H2O Map, SAP, PLAXIS, GPSX, Settle 3D, and Geo5