

Souad Leba Abdo

+96176106965

souad.abdo@outlook.com

Objective:

Looking for a respectful position in your well known company where my knowledge and skills can be utilized, developed and employed.

Education:

2012-2017	-NDU: Notre Dame Louize - Bachelor in Interior Architecture	Barsa, North Lebanon
2010-2012	- Bterram High School (S2S - S3SV)	Bterram, North Lebanon
2009-2010	-Bcharreh High School (S1)	Bcharreh, North Lebanon
1997-2009	-P.P Antonin School (PS1- EB9)	Hasroun, North Lebanon

Summary skills:

Language skills:

- Proficient in spoken and written English, Arabic and French
- Fair in spoken Spanish and Italian

Computer skills:

- Proficient in working with Microsoft office (PowerPoint, Word & Excel)
- Proficient in working with Autodesk (AutoCAD, Revit & 3D Max Vray)
- Proficient in working with Adobe CS6 (Photoshop, Illustrator, Aftereffect, Acrobat pdf)
- Proficient in working with Rhinoceros 5 Vray
- Proficient in working with ALNO Kitchen Planner

IT assistant for 3 years at NDU- NLC University:

- Proficient in performing computer trouble shooting
- Proficient in formatting and updating computers
- Proficient in Internet Searching
- Proficient in installing software and programs
- Proficient in printing and plotting all paper sizes

Personal Qualities:

- creativity and imagination
- an eye for design, including color, and good 3D awareness
- the ability to visualize concepts and explain them to others
- good drawing and IT skills
- good organizational skills, to ensure each project is completed on time and within budget
- aware of technical building issues, and the range of relevant products and materials
- strong communication and negotiation skills
- confidence with figures
- Self-discipline.

Experience:

August 2019-september 2020: **Boem Home boutique-Lteif, Jbeil**

- Position held: Interior design sales consultant
- Duties:
 - Meet with customers and help them with their needs
 - Drive product sales and knowledge
 - Create plans for existing or new spaces
 - Analyze the function of the space with the client's goals in mind
 - draft schematics, designs, sketches, and blueprints, aided by computer design software

2018-2019: **Actel School, Btouratij, Al-koura**

- Position held: Primary School art and IT teacher / Kindergarten activity teacher
- Duties:
 - provide learning activities appropriate to the age of the students in order to develop an interest in and ability for creative expression
 - Develop an understanding and appreciation of art in each student
 - develop in each student an interest in and the ability for creative expression in visual terms, using skills and techniques of artistic expression
 - demonstrate and assist students to use different techniques and media to develop art works aligned to their artistic abilities
 - provide instruction that encourages students to understand and appreciate art
 - encourage students to express their own personalities and thoughts through the creative process

August 2017-August 2018: **Sammour Collections, Btouratij, Al-koura**

- Position held: Interior Architect
- Duties:
 - interact with different clients
 - listen to the wants and needs of the client
 - meet with the client to discuss the expectations for the project
 - draw design plans
 - Work with interior design team to develop design solutions
 - Research concepts and materials to support design team on technical issues influencing concept development
 - Work within timely schedules to coordinate the completion of tasks through to final project completion
 - Conduct on-site observations and provide recommendations to help streamline ongoing design projects
 - Prepare and participate in client presentations
 - Select furniture, materials, decor and finishes while keeping within budget

Summer 2013: **Office of the Interior architect Ibrahim Jalloul, Dahr Al-Ain, NL**

- Position held: Trainee
- Duties: Developing interior designs and projects

Summer 2012 **CCINTL call center international – Batroun**

- Position held: CCI agent
- Duties: making calls to publicize the client with the offers of SFR business team and encourage them to meet SFR agent in France

2009-2011 **Floremi Flower shop, Hasroun, North Lebanon**

- Position held: Florist – Floral designer
- Duties:
 - Confer with clients regarding price and type of arrangement desired and the date, time, and place of delivery

- Plan arrangement according to client's requirements, utilizing knowledge of design and properties of materials, or select appropriate standard design pattern.
- Water plants, and cut, condition, and clean flowers and foliage for storage.
- Create and change in-store and window displays, designs, and looks to enhance a shop's image.

Summer 2009: **Al Tilal Institute (Lebanese Association for Development and Culture), Maad, Jbeil**

- Duties:
 - Cooking, restaurant, laundry and lodging
 - Cooperating with people from other nationalities and background

Activities:

- Caritas participation
- Lebanese scoot
- Tourist trips by Al-Tilal institute
- Choral
- Pastoral activities

Interests:

- Designing, DIY and Creating artwork
- Reading up on new trends in interior design
- Solving Sudoku and puzzles
- Swimming
- Aerobics & Gymnastics
- Basketball

References:

References are available upon request.