

Melissa Khattar

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EXPERIENCE

Khattar Industrial & Contracting, Aley-Lebanon

Jun 2017 – Aug 2017

Project Coordinator

- Coordinate plans to keep projects running smoothly and meeting deadlines.
- Supervised and managed all construction site activities.

Volvo - Gabriel Abou Adal & Co, Dora, Lebanon

Aug 2016

Cars Technician

- Cars Mechanical and Electrical technician.

Khattar Industrial & Contracting, Aley-Lebanon

Jun 2015 – Aug 2015

Purchasing Assistant

- Initiated and managed suppliers relationships, monitored industry products and prices to get best deals
- Purchase the products and deliver them to the site.

EDUCATION

Saint Joseph University, Mar Roukoz, Lebanon

Sep 2013 – Jun 2018

Electro-Mechanical Engineering

- Final Year Project sponsored by Liban Câbles: **Grade 16.5/20**
Mechanical design of an overhead crane for drums assembly capable of lifting up to 2 tons.
Design result were applied in the execution of the crane.

Antonine Sisters High School, Roumieh, Lebanon

Sep 1998 – Jul 2013

Lebanese Baccalaureate, Life Science (Distinction)

WORKSHOPS AND ACTIVITIES

Saint Joseph university women's Basketball team

Sep 2013 – Nov 2017

Basketball player

- Participated in four European tournaments and won two golden medals and one bronze.
- Participated in a basketball camp in Limassol-Cyprus.

Bank Audi Workshops

- Participation in the Kitchen Lab workshop, in association with Spring, and demonstrated a high level of creative thinking, time management and determination.
- Participated in the Athletes Anonymous workshop, by the Spring Account, and demonstrated a high level of physical fitness, team spirit and determination.

Bike Generation outdoor cycle instructor

Jul 2012 – Aug 2012

- Took part in a week-long training, to learn how to teach 6 to 15 year-old kids how to ride a bike during the summer bike session in Deir Al Kalaa Country Club.