KAREN C. EL HACHEM

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 **EDUCATION**



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| Aug 2016 - June 2020 (Expected) Sep 2002 - May 2016  | **American University of Beirut (AUB) – Beirut, Lebanon*** Bachelor of Engineering in Civil and Environmental Engineering (Expected graduation GPA: 3.2/4.0).

**Collège de la Sainte Famille Française – Fanar, Lebanon*** French (Spécialité en Mathématiques) and Lebanese (General Sciences) Baccalaureates. Graduated with honorable distinction (mention Très Bien).
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 **EXPERIENCE**

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| Sep 2019 - present | **Final Year Project** | *American University of Beirut - Civil and Environmental Engineering Department - Beirut, Lebanon*“Micro mobility in Beirut: for a sustainable future” * Designing Beirut’s road network to accommodate for this new system.
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| May 2017 - present  | **Admissions Data Organizer |** *American University of Beirut - Admissions Office* - *Beirut, Lebanon** Filing and sorting admissions documents and data.
* Increased the work’s efficiency by 80% through implementing a new work strategy and supervising a team of 10 students.
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| Sep 2016 - present  | **Private Tutor**Private tutoring to undergraduate, high school and primary school students.  |
| May 2019 - July 2019 | **Intern |** *Dar Al-Handasah (Shair and Partners) - Project Management and Contracts Department* - *Verdun, Lebanon** Executed Quantity Surveying, Cost Estimation, Contracts, Tendering, Bidding, Planning and Scheduling.
* Assisted engineers on the bidding process and performed the feasibility study of an ongoing project.
* Drafted a project’s schedule using Primavera (P6).
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 **EXTRACURRICULAR AND VOLUNTEERING ACTIVITIES**

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| June 2019 – present | **President |** *American Society of Civil Engineers - AUB Student Chapter (ASCE-AUB)** Received the “Richard Scranton Outstanding Community Service Award” for being the top Student Chapter in the world demonstrating excellence in community service and global citizenship.
* Monitoring the work of all officers in organizing volunteering, academic and social events.
* Implemented a new strategy & refined the organizational structure of the society for efficiency optimization.
* Established a 2-years strategy in line with the society’s vision and mission.
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| Aug 2016 - present | **Active Member |** *American Society of Civil Engineers (ASCE) International* |
| Sep 2019 – Jan 2020 | **Organizer *|*** *Volunteering Abroad Trip 2020, Lombok, Indonesia** Coordinated with sponsors, airlines’ companies, hotels abroad, transportation companies, banks, local equipment and food suppliers to organize the trip for 65 students.
* Implemented a new financial control and budgeting strategy, while considering the country’s economic crisis, to manage the trip’s expenses (USD 85,000).
* Supervised the work of all attendees to guarantee the completion of two schools’ renovation projects within 12 days.
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| June 2019 - Aug 2019 | **Head of Committee |** *Summer Volunteering Camp, Batroun, Lebanon** Organized the Summer Volunteering Camp 2019 and supervised all three projects: Batroun’s old neighborhood’s façade renovation, Koubba’s public garden and Chebtine’s public school’s façade renovation.
* Raised more than USD 25,000 from Engineering companies by pitching sponsorship proposals.
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| Sep 2018 - June 2019 | **Treasurer and Events Director *|*** *American Society of Civil Engineers - AUB Student Chapter** Increased the efficiency of the society’s execution team (40% more efficient) by leading the Events Officers.
* Managed the incomes and outcomes of the society by forecasting and handling all costs and revenues.
* Set the Sponsorship strategy for the society resulting in a 50% increase in sponsored money.
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| Sep 2018 – Jan 2019 | **Organizer *|*** *Volunteering Abroad Trip 2019, San Carlos, Philippines** Coordinated with airlines’ companies, hotels abroad, transportation companies, local equipment and food suppliers to organize the trip for 60 students.
* Supervised the work to guarantee the completion of three bamboo houses construction projects within 12 days.
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| Aug 2017 - Aug 2018 | **Member at Large |** *American Society of Civil Engineers - AUB Student Chapter (ASCE-AUB)* |
| Dec 2017 – Aug 2018 | **Site Project Manager *|*** *Summer and Winter Volunteering Camps 2018** Led a team of 20 volunteers to renovate a public school’s garden in Toura, South Lebanon.
* Led a team of 15 volunteers to renovate Damour’s public school during five volunteering days.
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| Jan 2018 | **Organizer and Volunteer *|*** *Sri Lanka Volunteering Abroad Trip 2018** Renovated a public school by painting its borders, academic classrooms, and building its water fountains.
* Taught underprivileged children basic Math and English.
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| 2005 - 2014 | **Member |** *Association des Guides du Liban (Groupe Sainte Famille Fanar)** Participated and led teams in volunteering activities, camps and events.
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 **SKILLS**

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| **Languages**  | Fluent in Arabic, English, and French. |
| **Soft Skills**  | Time Management, Leadership, Communication, Teamwork, Detail Oriented. |
| **Computer Skills**  | Advanced knowledge of MS Excel and MS Office - *Attended the ASCE-AUB Microsoft Excel workshop.*  |
| **Programming Skills**  | AutoCAD, AutoCAD Civil 3D, Revit, SAP 2000 Structural Analysis, Autodesk 3ds max, Adobe Photoshop, MATLAB, C++ programming, Python, ArcGIS and Primavera (P6). |