



Nadine El Jundi

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Profile Summary

A zealous Architect pursuing quality experience in Project Engineering and Project Control. Praised for Team-working skills and solution-driven attitude.
A true believer that personal and corporate growth are not a matter of learning new information but of unlearning old limits.

Education

Beirut Arab University (B.A.U) – Lebanon
Bachelor in Architecture

Sep, 2012 – Jun, 2018

Work Experience

Optimum Group

Product & Project Support Architect – UAE

Jan, 2021 – Present

- Perform Quantity/ BoQ Take-off from Engineering Drawings and prepare Quotations for Bid Proposals
- Supervise the production until the successful and compliant delivery of Paint, Gypsum, Flooring, Walls, and Ceiling samples for a wide range of materials
- Perform Site Visits to evaluate projects' progress and produce weekly projects reports to clients

European Industrial Traders

Project Control Engineer – Lebanon

Jul, 2018 – Sep, 2019

Project: Admir Residential Complex

Client: Admir

- Participated in the preparation of L4 Project Baseline Schedule for Contractor
- Performed Site Visits and Quantity Take-off to verify Actual Progress and establish productivity norms
- Prepared daily, weekly and monthly reports to the client
- Performed Delays Analysis and engaged with project team to identify project recovery means. Contributed to the exercise of Re-baselining the Project Schedule
- Establish a positive liaison with the client and represent contractor at all Project Control Meetings and Workshops

United Nations – Habitat Program

Architectural Intern – Lebanon

Jun, 2018 – Jul, 2018

Project: Neighborhood Profiling

Client: United Nations

- Performed field architectural and infrastructure data collection and mapping at (04) sites in North Lebanon
- Coordinated with and assisted GIS system architect in developing a city database aimed at assisting NGOs in identifying development projects

United Nations Industrial Development – Beirut Design Week

Architectural Intern – Lebanon

May, 2018 – Jun, 2018

Project: Urban Public Furniture

Client: United Nations

- Coordinated between designers and wood factories and successfully produced urban furniture for improving and innovating urban public spaces, and revitalizing waterfronts
- Supervised and expedited the manufacturing of urban furniture

Manal Ayoubi Architectural Office

Architectsural Intern – Lebanon

Jan, 2018 – Feb, 2018

Project: Outdoor Park

Client: Municipality of Tripoli

- Assisted in performing conceptual and detailed design for landscape including the generation of BoQ
- Led procurement activities from generating Purchase Orders through material delivery to site

Project: Historical Building Restoration

Client: Mr. Jundi

- Executed rehabilitation and repairing program for a historical building, including Third Party coordination for structural integrity verification, and repairing of peeled concrete
- Redesigned interior partitions, Wall plastering paint, floors finishing, sanitation equipment, and electrical power

Professional Certification, Training, and Workshops

▪ Advanced Revit	Contrust Studio	2019
▪ Digital Fabrication Workshop	Shark Ltd.	2018
▪ Concrete Carpenter Workshop	Makhzoumi Foundation	2017
▪ International Digital Fabrication Workshop	Faculty of Architecture, B.A.U	2016

Interests and Achievements

- Public Furniture Savvy – 1st Prize Winner of the BDW X United Nations Architectural Competition
- Rehabilitation Enthusiast – 1st Prize Winner of Beirut Arab University for the Urban Planning Design
- Pro Bono Executor – Participated in UN-habitat volunteering experiences aimed to collect architectural data from poor district to assist NGOs in identifying development projects
- Architectural Gems Explorer – Traveled to (32)+ cities in the Middle East, Europe, and GCC in exploration of the world's leading architects Masterpieces
- Outdoors Ardent – Horse Riding, Cycling, and Hiking
- Art Lover – Participated in Drama and Music Classes at Beirut Arab University

Software, Robotic Fabrication, and Computer Literacy

Planning Software	Primavera 6	
Architectural Software	Autocad Grasshopper 3D Max Lumion KeyShot	Rhino Arc Map Geographic Information System GIS Adobe Photoshop Sketchup Revit
Robotic Fabrication	Kuka Robotic Arm Laser Cutting	Computer Numerical Control "CNC" 3D Printing
MS Office Suit	Word Power Point	Excel Outlook

Languages

Fluent in English and French, Arabic Native Speaker