

# Mireille Azzi Bechara

Nationality: Australian / Lebanese



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## **CAREER OBJECTIVE**

Being highly driven and motivated, and always seen as a strong performer, I am highly charged in my goal to create a benchmark in my industry while pursuing my research and hard work to succeed.

## **PROFESSIONAL EXPERIENCE**

### **M. A. ARCHITECTURE AND DESIGN (Lebanon)**

**(February, 2010 - To Date)**

*Founder- Architect*

#### Position Description:

As the business owner, in addition to managing the office, my role is to manage the process of design, from concept to construction drawings, and to ensure the design is developed in line with the clients' requests and regulatory requirements, as well as liaising between different trades when it comes to project execution.

#### Responsibilities:

- Meeting up customers.
  - Concept design and site supervision of projects during the execution phase.
  - Managing the staff in the office.
  - Managing the design documentation production and establishing a design production system.
  - Project management.
  - Landscape design
  - Projects execution, separate from the design scope of work....
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- Portfolio is exhibited in my social media accounts, mentioned in the page header.

### **AMANA SCRATCH INTERIOR DESIGN (Dubai)** **(Amana Contracting and Steel Buildings),**

**(Sept., 2008 – Dec., 2009)**

*Senior Designer- Architect*

#### Position Description:

By leading the design team, my role was to manage the process of design, from concept to construction drawings, and to ensure the design was developed in line with the clients' requests and regulatory requirements, as well as liaising between different trades.

#### Responsibilities:

- Managing the staff in the Design Department.
- Managing the design documentation production and establishing a design production system.
- Interfacing with the authorities for any requirement within the company for information about special buildings requirements or regulations.
- Checking and approving the compatibility of the architectural, civil, MEP drawings and designs and ensuring the resolving of any incompatibilities.
- Assisting and advising the Cost Estimation functions in design issues during pricing/tendering.
- Interfacing with clients, consultants and authorities to ensure approval of drawings compliant with the job requirements and contract.
- Managing the process scope clarity through RFI and meetings with consultant /client to achieve clarity and traceability.
- Submitting all necessary documents for approvals such as work method statement, shop drawings submittal log, material submittal log...

**TECOM INVESTMENTS: KNOWLEDGE VILLAGE (Dubai)****(Oct., 2007 – July, 2007)***Campus Manager*Position Description:

As a client representative and campus manager, I played an advisory role for property management & facilities management.

Responsibilities:

- Establishing and maintaining relationships with strategic partners, both internal and external.
- Analysing and conducting pricing reviews of a variety of ongoing or prospective projects, products or services. Approving quotes received for different property related work/services.
- Maintaining working relationship with the various operating entities so as to enhance coordination and cooperation. Conducting quarterly reviews and ongoing progress meetings.
- Supervising the provisioning of special requirements during the construction of retail area and fit out.
- Working towards LEED-EB (Green Building) certification for the company buildings involving water reduction measures, electricity consumption reduction techniques...
- Conducting regular EHS meetings and ensuring the facilities are a safe environment for the occupants, while taking care of their health and the environment.
- Taking corrective measures for incidents and putting preventive action plan in place to avoid future reoccurrence.
- Risk management and crisis management planning.
- Project management for renovation projects.

**AMERICAN UNIVERSITY OF SHARJAH (UAE)****(Dec., 2005 - Oct., 2007)***Senior Project Architect*Position Description:

As a client representative and team leader in the department, I shared the responsibility for the design and management of all the construction on campus. This work included:

1. Liaison between the institution and its consultants and contractors.
2. Design/Project Management of all new construction and facility renovation.
3. Caretaker of as-built drawings and specifications.
4. Institution's Space Management.

Responsibilities:

- Designing in-house projects ranging from one floor renovation to the construction of over 30 villas, dormitories and sports facilities.
- Preparing and submitting complete tender documentation: Drawings, and Bill of Quantities.
- Specifying all sorts of materials & finishes.
- Site supervising at different stages and coordinating with the contractors.
- Project managing and coordinating between consultants and contractors for outsourced projects.

Achievements:

- Diversified Knowledge.
- Deal closing with regards to materials and company choice.
- Increasing my performance speed.
- Developing project management and coordination skills.

**ZHINAR DESIGN (AUSTRALIA)****(June, 2000 – Aug., 2003)***Architect - Design and Drafting*Responsibilities:

- Designing a large number of projects ranging from 12- to over 200- apartment and commercial buildings.
- Working on diversified types of projects: high rises, villa compounds and elderly village.
- Preparing and submitting complete council documentation: DA (Development Application Documents) & BA (Building Application Documents) for medium sized-projects.
- Preparing external materials and colours specifications.
- Detailing/ shop drawings.

## **EDUCATION**

### **Bachelor of Architecture**

1993 – 2000 NDU - Notre Dame University (Lebanon)

### **High School**

Completed 1993 CNDL - Collège Notre Dame De Loueize (Lebanon)  
Previous CSSC - Collège des Soeurs des Saints-Cœurs (Lebanon)

## **PROFESSIONAL COURSES**

### **Project Management Professional (PMP course)**

MARCH 2007 AMIDEAST (UAE)

### **Facilities Management Execution 2008**

FEBRUARY 2008 (Dubai) IQPC

### **Auditing Principles & Occupational Safety and Health Management Systems (OHSAS 18001) Course**

JANUARY 2008 (Dubai) CONSUS INTERNATIONAL LIMITED

### **Incident Investigation & Root Cause Analysis Course**

FEBRUARY 2008 (Dubai) CONSUS INTERNATIONAL LIMITED

### **Project Management Professional (PMP course)**

MARCH 2007 (Dubai) AMIDEAST (UAE)

**Various Seminars in Green Building/ LEED certification, construction safety ...**

## **LANGUAGES**

- English: Written, read and spoken fluently.
- Arabic: Written, read and spoken fluently.
- French: Written, read and spoken well.

## **COMPUTER SKILLS AND INTERESTS**

- Autocad: 2D
- Autocad: 3D with Rendering (medium)
- MS Projects (medium)
- Adobe Photoshop
  - Rendering of Autocad drawn plans and elevations
  - Graphic Design
- Adobe Illustrator
- MS Office Word, Excel...
- Interests include travelling, reading, music and spending time with family and friends.