

CURRICULUM VITAE

JOUMANA ABU ARQOUB



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Senior Technical Design Engineer

Date of birth : 19 August 1995
Place of birth : Amman, Jordan
Major : Architecture

“Highly motivated architect with over 3 and half years experience in architectural engineering, joinery and project managing. Also, with a history of working in interior fit-out, projects furnishing solutions and any wooden construction .”





PERSONAL SKILLS :

- Eager to learn.
- Flexible with great communication skills.
- Leading teamwork and management skills
- Respectful of deadlines.
- Productive at all times .

LANGUAGES :

- Arabic: Mother tongue
- English: Professional working proficiency (excellent)

CONTACT INFORMATION :

-  **Mobile number :** +962792064374
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-  **Home Address :** Al-Huryya street , Amman, Jordan.
-  **Linkedin :** <https://jo.linkedin.com/in/joumana-abu-arqoub-605490149>

EDUCATION :










- (2009-2013) Almehwer international school (MIS) : **95.9**
- (2013-2018) University of Jordan , bachelor degree : **3.06 (Very good)**

STRENGTHS:

Strong in providing assistance and advice in these fields:

- Team leading and Motivating.
- Time management and problem-solving.
- Negotiation and teamwork.
- Strong technical and detailing skills
- Introduce high-quality and coordinated shop drawings.
- Conceptual and schematic design skills
- Site and environmental analysis.
- Scheduling, tracking and planning.
- BOQ, and projects pricing.
- good experience in tendering analysis, project planning, contracts and claims.

SOFTWARE :

- AUTODESK AUTOCAD :  Excellent
- AUTODESK REVIT :  Very good
- AUTODESK 3D MAX :  Junior
- CLOUD RENDERING :  Very good
- LUMIAN :  Very good
- ADOBE PHOTOSHOP :  Good
- MICROSOFT OFFICE :  Excellent
- IMOS:  Excellent
- INSIGHT:  Excellent

EXPERIENCES :

- (November 2018 – Present)
Jordan wood industries company (JWICO) .

WORK EXPERIENCE : Senior Technical Design Engineer.

- (November 2018 – 2020) Architect and Product Design Engineer (JWICO)
- (November 2020 – Present) Senior Technical Design Engineer (JWICO)

MAIN PROJECTS :

- 1-The Ritz Carlton , Amman , Jordan
- 2- Mankhool mixed used development, Dubai ,UAE
- 3- The Address Residences Dubai Opera
- 4-Somerset hotel , AL Khobar , Saudi Arabia
- 5-Citaden Apart. And Hotel, Abha, Saudi Arabia
- 6-Lorient homes, United State of America
- 7-Kabis , United state of America
- 5- Jwico's new standard line (Product Development "Building New Catalogue "

TASKS AND RESPONSIBILITIES :

-Project Management and execution.

1. Analyze/Study the issued construction drawings-Design document and raised the missing information to the designers.
2. Layout site work based on a review of drawings and specifications.
3. Ensuring planned, collaborative coordination between the finishing trades as they progress through the phases zones.
4. Coordinate with all trades (Mechanical, Electrical, architectural and ID) to introduce a developed and high quality shop drawings
5. Introduce high quality and coordinated shop drawings
6. Introduce high quality technical and detailed drawings,
7. Calculations of material quantities for project pricing and material purchasing.
8. Coordinate with the site team to meet the deadline and solve the pending issues
9. Creating designs and highly detailed drawings both by hand and by using (CAD) applications
10. Coordinate with the construction team to implement design details and resolve the site issues
11. Prepare internal and external reports about job status.
12. Preparing production plan and Coordinating with other departments so we can meet the deadlines.
13. Meetings with clients for consulting, follow up on their needs and provide different design options and recommendations.
14. Prepare mockups and Material submittals.
15. Ensuring compliance with room data sheets, drawings, specifications and quality standards, including general standards

WORK EXPERIENCE :

16. Preparing shop drawing, material submittal, production and shipments trackers and logs.
17. Introduce chronologies and timeline tracker to provide potential claims.
18. Prepare manuals and as-built documents.
17. Prepare internal and external reports about job status

WORK EXPERIENCE : Architect and Product Design Engineer (JWICO)

Tasks and Responsibilities :

-Products developments (Kitchens line, Bedrooms line):

- 1-Responsible for standard products to develop and maintain.
- 2-In charge to build a new products line and catalogues (Standard for local market and projects / American Standard for US market).
- 3-Meetings with clients for consulting, follow up on their needs and provide different design options and recommendations.
- 4- Coordinating with purchasing and quality department to find new suppliers for (New materials Accessories, Hardware, Glass, Aluminum, Worktops, Fabric and any other supplementary)
- 5-Prepare physical samples and mockups for any new product in collaboration with production and quality team.
- 6-Following up with new designs, trends and market needs.
- 7-Prepare bill of material for the new products.
- 8-Updtae all the results on the ERP system to reflect the price and material impact.
- 9-Conducting marketing research and competitor, analysis Establish and follow brand guidelines.

-References are available upon request.

THANK YOU !
