

Curriculum Vieta of Reem Ghareeb

Personal Data

Name	Reem Ghareeb
Email Address	reem_ghareeb@hotmail.com
Nationality	Bahraini
Sex	Female
Date of Birth	26 th September 1995
Language	Fluent English and Arabic

Professional Profile

A technically astute, pragmatic and articulate Industrial Engineer offering a wealth and divers range of knowledge accumulated over six years of technical educations in the field of engineering. Demonstrating wide knowledge in technical and professional capabilities in the fields of Engineering Management, Risk Management, Lean and Six Sigma. Experience in applying the gained knowledge in the field of industry in number of projects that includes Northridge Hospital, Aerospace Dynamics International Inc, Bosch Automotive Solutions and Bahrain Petroleum Company. Additional expertise across all areas of rapport building, stakeholder engagement, troubleshooting, analytical skills and leadership. Diligent, thoroughly dedicated in all purist, now seeking a professional challenge in which to further develop and apply a highly transferable skill-set.

Core Competencies and Skills

- **Methodical Thinker:** Demonstrating a proven track record of executing decisions decisively whilst proactively analyzing short and long-term impacts.
- **Leadership:** Skilled at leading and developing subordinates.
- **Communication and Stakeholder Engagement:** Capable of offering effective communication skills and negotiation at all levels to achieve key project deliverables and secure buy-in.
- **Reporting Skills:** Capable of producing comprehensive and detailed reports.
- **Compliance:** Ensuring strict compliance with policy, legislation and regulatory guidelines.
- **Analytical Competency:** Proficient in analytical skills and capable of applying detailed levels of analysis and investigations to enhance decision-making.
- **IT Skills:** Proficient in computer hardware and software (CAD, ProEngineer, Crystal Ball, OptQuest, WinQSB, and LP Programming)
- **Team Player:** Promptly adapt to teams and able to perform effectively through integrations.
- **Change Management:** Capable of redefining and redesigning and implementing effective changes introduced.
- **Innovative:** Able to apply innovative solutions utilizing the problem-solving techniques.

Education

Period/Year	Qualification	Issuer	GPA/4
2017 – 2019	M.S. Engineering Management	California State University	3.7
2013 – 2017	B.Sc. Industrial and Entrepreneurial Engineering	Western Michigan University	3.24
2013	International Baccalaureate and Bahrain Bayan School High School Diploma	IB Foundation, Geneva The Bahrain Bayan School	3.365

Work Experience

Period	Organization	Roles	Responsibilities
2019 - Current	Pavilion Renewables Group , <i>BH</i>	Industrial and Entrepreneurial Engineer	<ul style="list-style-type: none">▪ Engineering Documentation Management<ul style="list-style-type: none">○ Manage generation, formatting and approvals for all Engineering documentation○ Liaison across all engineering departments for design documents○ Responsible for all Design approvals and changes for all Engineering Designs and Basis of Design▪ Technical Proposals<ul style="list-style-type: none">○ Integrate all engineering documentation into commercial and technical proposals○ Support sales team on winder technical presentations▪ Manage all Intellectual Property materials▪ Capture minutes from planning meeting and action requirements▪ Manage Risk Matrix▪ Manage all the costs and pricing initiated with different product▪ Manage the Cost Capture Tool

Professional Certifications & Awards

Period/Year	Certification/ Award	Issuer
2018	Green Belt Six Sigma	California State University, Northridge
2013-2017	The Diether H. Haenicke Scholarship <i>Note: Award for school graduates with a GPA above 3</i>	Western Michigan University
2016	OHSA 10-Hour Training	Professional Development Center, Global Division, USA
2013-2019	Excel, CAD and ProEngineer Java C++ programming, Crystal Ball and OptQuest also Excel Solver, WinQSB, and LP Programming	Western Michigan University
2011	Leadership Bridge Program 'Social Enterprise Challenge'	Young Arab Leaders

Key Achievements and Key Projects

Aerospace Dynamics International Inc.- USA, 2018, California State University

The objective of this project is to study the existing performance evaluation process at Aerospace Precision Machining (APM), evaluate the effectiveness of this process, and enumerate observations, good and bad, as well as potential improvements to the process. This was done primarily through hands-on research and surveys of employees before and after their performances review. Additionally, we examined the methods of performance measurement, the nuances of the actual face-to-face evaluation meetings, and how all these factors can affect the employee, and supervisor, motivation, morale, and long-term performance.

Minimization of Food Ticket Times at Hooters, 2016 Western Michigan University

The overall objective of this project is to develop the most optimum and effective management of customer food delivery waiting time so as to minimize the customer waiting time from ordering to table delivery of food. Variables were identified and data was collected such as number of cooks, number of work station, food portions, number of customers versus time periods. By simulating the whole process and collecting valuable data, the bottle necks and times were identified and accordingly formulating the most optimum process for effective management of food ordering to delivery to customer table.

Ergonomics in Design Project, 2015 Western Michigan University

Deployed a project on ergonomics in design, the project aimed to analyze the neck flexion depending on the posture used while using a phone and revalidate our study with our survey. As a team we managed to minimize the stress in the neck muscles while using the phone by accounting the best position either sitting or standing. For the project we managed to experiment the muscle activity of the upper extremity by using the Electromyography by considering three different positions. The three muscle groups of study were the upper trapezius, sternocleidomastoid and splenius captits.

Occupational Hygiene Sampling Methods Evaluation, BAPCO, 2013 The Bahrain Bayan School for International Baccalaureate Diploma

Developed a comprehensive study for Bahrain Petroleum Company (BAPCO); aimed to evaluate number of alternatives to decide the best option for conducting occupational hygiene sampling methods. The study utilized the application of detailed analysis on each option and enhanced by conducting a Cost-Benefit analysis to reach the best alternative, this study was developed and reported to BAPCO who utilized the data to take accurate decisions on the approach required.

History Roles and Responsibilities with Institutions

Period	Organization	Roles	Responsibilities
2019	IT Department at CSUN , <i>USA</i>	Project Leader	<ul style="list-style-type: none"> Manage the lifecycle of computer deployment from purchase to disposal Generate a structured process and automate the logistics/processes Root Cause Analysis Deploy a centralized IS system to track assets Reduce rework and efficient utilization of resources
2018	Aerospace Dynamics International Inc., <i>USA</i>	Project Leader	<ul style="list-style-type: none"> Demonstrate effective conflict resolution to manage poorly-received performance reviews Provide an analysis of techniques and strategies to ensure effective and friendly communication Examine several case studies involving the determination and delivery of performance review
2015	Bosch Automotive Solutions , <i>USA</i>	Senior Design Project	<ul style="list-style-type: none"> Evaluation and Process Improvement of the Customer Warranty Claim Process for Automobile Repair Shop Equipment In-depth analysis of the service call history Identified issues in the systems that might be leading to customer dissatisfaction
2014	First Quality Partners in FE Energy, <i>USA</i>	Trainee – Research	<ul style="list-style-type: none"> Evaluation of new technologies of Petroleum extraction methodologies Assisting in conducting Gas and Oil Surveys Data Analysis in Oil and Gas for past 10 years
2013	Bahrain Petroleum Company, <i>Bahrain</i>	Trainee – Occupational Hygiene Section	<ul style="list-style-type: none"> Evaluation of Occupational Hygiene Sampling methodologies Assisting in conducting Occupational Hygiene Surveys Occupational Hygiene Data Analysis Occupational Hygiene Reports compilations
2012	Bahrain Autism Center	Volunteer	<ul style="list-style-type: none"> Educational assistance to autistic kids Managed Fundraising campaign Story reading and trips planning Assist kids to develop social skills
2010- 2013	Player in Bahrain National Team	Team Player	<ul style="list-style-type: none"> Integrated with the team and won number of championships Active member in enhancing the team skills and motivation

Hobbies

Playing football (Bahrain National Women's team)

Swimming, Cycling

Participating in voluntary activities

I, the undersigned, certify that to the best of my knowledge and belief, this Curriculum Vitae correctly describes myself, my qualifications, and my experience.

My full names

Reem K. Ghareeb

June 2020