

Jack Grayeb

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CAREER OBJECTIVE:

I am a highly motivated individual with a proven set of leadership and communication skills. I am looking for an opportunity to further improve and develop own skills as well as advance the employer's project being worked on. I adapt quickly to a fast-paced and changing environment, meet tight deadlines and deliver superior results.

EDUCATION:

University of Illinois at Urbana-Champaign

Bachelor of Science in Civil and Environmental Engineering
The Hoeft Technology & Management Minor Program
Edmund J. James Scholar Honors Program

May 2018
GPA: 3.40/4.0

PROFESSIONAL EXPERIENCE:

Consolidated Engineering Company (K&A)—Beirut, Lebanon

June 2016-August 2016

- Conducted safety factor analyses to confirm all bridges and overpasses are up to code
- Drafted water flow and rainfall simulations using GIS to predict flooding results and damages
- Designed culverts on AutoCAD and transportation routes on Civil 3D
- Project Worked on during Internship: Haramain High Speed Railway Line-Phase 2
 - A 280 mile long, 224 mph electrified passenger double railway line in the Kingdom of Saudi Arabia connecting the three majors cities of Mecca, Jeddah and Medina
 - Project works include bridges, railways, roads, hydraulic culverts, railway structure, wing walls and retaining walls

LEADERSHIP AND INVOLVEMENT:

Engineering Council —Urbana-Champaign, IL

October 2015 – Present

Corporate Co-Director

- Lead the organizing committee Engineering Employment EXPO at the University of Illinois
- Delegate tasks and creates timetables and deadlines for the Engineering Employment EXPO Committee
- Guide attending companies through all the steps of registering for and attending the engineering career fair
- Recruit skilled students for the Engineering Employment EXPO Committee
- Vote on all Engineering Council related events and budgets as an executive board member

Illinois Business Consulting —Urbana-Champaign, IL

August 2016-Present

Consultant

- Gain unparalleled professional development experience through client-facing projects
- Create and deliver compelling presentations to company executives
- Conduct market analysis & create marketing strategies for real companies
- Analyze and recommend solutions on financial, management, and marketing problems

Engineering Open House—Urbana-Champaign, IL

May 2016 – Present

Treasurer and Secretary

- Collaborate with 21 students to organize a two-day event featuring innovative exhibits created by engineering students
- Manage the finances of 21 committee members while working with a budget of \$60,000
- Develop budgets and create procedures to allow expense tracking for each committee position
- Take detailed notes containing action items, dates, and goals during meetings to keep the committee on track

Engineering Employment EXPO —Urbana-Champaign, IL

October 2014-October 2015

Facilities Coordinator

- Organized the company table layout
- Reserved all required facilities as well as the technological features provided in them (Wi-Fi and electricity)
- Communicated with external food caterers to provide breakfast and lunch for attending recruiters

SKILLS:

Computer

- AutoCAD and Revit
- GIS (Geographic Information System)
- Microsoft Office (Word, Excel, Powerpoint, Outlook)

Languages

- English: Fluent
- Arabic: Fluent
- French: Fluent