

Sara Zakharia

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343-843-1408

PROFILE:

Bilingual and reliable **Project Coordinator, Interior Designer, Draftsperson, and Sales Associate** with over 12 years of experience in the construction and renovation sectors, skilled in managing multiple projects from concept to execution. Proven track record of meeting sales targets and fostering exceptional client relations, utilizing strong interpersonal skills to ensure customer satisfaction. Expertise in preparing scopes of work and collaborating effectively with design teams, contractors, and suppliers. Proficient in Microsoft Office, AutoCAD, and SketchUp. Recognized for maintaining professionalism and courtesy under pressure while delivering high-quality results in fast-paced environments. Fluent in English, French, and Arabic, with a strong ability to communicate complex ideas clearly.

PROFESSIONAL EXPERIENCE:

Maison Flamel – Paris, France

Sep 2019 - Aug 2024

Interior Designer / Architect / Social Media Coordinator – Health and Wellness

- Worked on 6 large-scale projects from concept to execution, which also included promoting pop-up stores through Instagram and other social media platforms.
- Utilized Omnisands to send mass newsletters.
- Translated marketing content in both English and French.
- Prepared and shared press releases with French magazines.
- Outlined brand design objectives and determined project budgets and timelines.
- Oversaw the design, development, and execution of Maison Flamel's boutique, permanent stands, and pop-up stores.
- Responsible for mood boards, presentations, and 2D/3D drawings for brand approvals.
- Managed seasonal stand layouts and designs.
- Created and scheduled content release for social media publications, managing social media accounts, and handling collaborations.

Accomplishments: Led the conception and implementation of the pop-up stores in France, Qatar and Emirates, Saudi Arabia

Hawat Trading – Lebanon

Sep 2014 – Feb 2016

Gallery Sammour – Lebanon

Jul 2012 – Jul 2014

Interior Designer / Draftsperson /Sales Associate – Furniture and Kitchen Designs

- Responsible for kitchen and furniture design, customer relationship management, and sales of custom-made and ready-to-display kitchen cabinets and furniture
- Designed and implemented kitchen and furniture layouts.
- Managed customer relationships and staff coordination of required logistics
- Woodwork, textiles (colors, patterns, design), and upholstery expertise.
- Experience in indoor and outdoor interior design, including outdoor furniture (Skyline Outdoor).
- Contributed to the opening of the MOBALPA showroom in Dbayeh, Lebanon.
- Attended the International Mobalpa Congress in France (2015) and two sales/design training sessions in France and Lebanon.

Accomplishments: Acquired and honed customer service, sales and negotiation skills recognized top sales associate

Teacher – Art

- An art teacher responsible for creating age-appropriate lessons covering various art media, techniques, and art history for students ages JK to Grade 9
- Taught basic skills in drawing, painting, sculpture, and printmaking while fostering creativity and self-expression through hands-on projects and workshops.
- Assigned and graded projects; communicate student progress to parents; ensured a balance schedule of rest, play, and instruction.
- Maintained a positive, organized classroom, ensures safety with art supplies, manages behavior, and promotes collaboration.

EDUCATION:

Interior Architecture Diploma – (WES equivalency 4-years Canadian College Diploma)

University of Balamand - Academie Libanaise des Beaux-Arts - Lebanon

Key Courses: Architecture, space design, modeling, site analysis, safety standards, communication, sustainability, colors and materials, design software

SKILLS AND ATTRIBUTES:

Language Skills	English (Fluent), French (Fluent), Arabic (Fluent), Spanish (Beginner)
Social Media and Marketing Expertise	Brochures, Posters, Newsletter, Press releases, Content creation, graphic design Social media - Instagram, Youtube, TikTok, Facebook
Customer Service and Administrative Skills	Organizational, time and project management, problem solving, logistics, provide direction and set priorities Filing, documentation of customer needs requests (concept, budget, next steps and follow up), project progress and final reports
Architectural Design Skills and Tools	Concepts and skills of Working Drawings, Methods and Materials of Construction, Visual Communications, Design, Design in a variety of contexts including residential (homes and apartment buildings), retail, and commercial buildings AutoCAD 2019 to 2023, Sketch Up
Interior Design Expertise and Design Tools	Prepare mockups, conceptual drawing, mood boards, layouts Canva
Functional Skills	Food Safety Certification; Driving License
Computer Skills	MS Office Suite (Excel, Word, PowerPoint), Browsers – Google (Gmail, Drive) Edge, Adobe PDF, Skype, Zoom.
Volunteering	School Parent Council Member / Social Media Content Writer St. Claire’s Elementary School – Ottawa, ON Sept 2024 – Present <ul style="list-style-type: none"> • Posting events on Facebook and Instagram • Create posters and letters upcoming events for distribution through the school • Support organizing school events and attend school trips as a Parent Volunteer