



REHAB MATTOUK

Architect | Administrative Coordinator

SUMMARY

I am an architect with experience in designing and implementing a variety of architectural projects, including residential buildings, commercial offices, and interior designs. Complemented by five years as an administrative coordinator, I have refined my expertise in organization, process management, communication, and teamwork.

I aspire to join a team that prioritizes growth and innovation, achieving success through collaboration.

PERSONAL INFO

Birth Date:

Damascus – 20- Nov- 1995

Phone Number:

+963 967 771 527

Address:

Qudsaya, Rif Dimashq

E-Mail:

Archrehabmattouk@gmail.com

EDUCATION

Master's Building & Execution Sciences | Jul 2025 – Present
Faculty of Architecture - Damascus University

Bachelor's Degree in Architecture | 2015 – 2020
Damascus University

WORK EXPERIENCE

Promoplus Agency

- **Operations and Creative Team Manager** | Nov 2020 – Jan 2025
 - Directed creative team operations and ensured alignment between **Dubai and Syria Branches**.
 - Managed supplier relations, ensuring quality and timely delivery of promotional materials.
 - Stepped into leadership roles during management gaps, maintaining efficiency.
 - Improved creative team efficiency by optimizing workflows and reducing delays by 20%.
 - Oversaw office expenses, prepared monthly accounts, and submitted detailed financial reports to management.
 - Supervised the graphic design team, providing creative direction to elevate the quality and impact of designs.
 - Reviewed and finalized design files before submission to clients and the Dubai Branch.
- **Executive Secretary** | Oct 2019 – Oct 2020
 - Coordinated administrative tasks to ensure smooth scheduling and correspondence management.
 - Organized documentation to support executive operations.
 - Improved workflow through effective communication.
 - Earned recognition for professionalism, leading to a promotion.

KEY SKILLS

- Leadership & Team Management.
- Teamwork & Collaboration.
- Adaptability & Flexibility.
- Time Management & Prioritization.
- Problem Solving.
- Effective Communication Skills.
- Creative Thinking & Innovation.
- Project Planning & Execution
- Internet Research Skills.
- Decision-Making Skills.

LANGUAGES

Arabic: Native language

English: B1- Improving fluency.

• **Part-Time Lecturer** | Nov 2025 – Present

- Teaching architecture subjects on an hourly basis.
- Guiding students in practical and interdisciplinary work.
- Integrating field experience into academic content.

Freelance works

• **Freelancer Architect** | 2020 – Present

- Designed and executed diverse architectural projects with innovative and practical approaches.

• **Freelancer Graphic Designer** | 2020 – Present

- Created attractive visual designs for posters and social media posts.

• **Private Tutor** | 2018 – Present

- Delivered academic tutoring across multiple subjects.

TECHNICAL PROFICIENCY

- **AutoCAD:** Proficient at 80%.
- **Revit Architecture:** Proficient at 60%.
- **3ds Max and V-Ray:** Proficient at 70%.
- **Adobe Photoshop:** Proficient at 70%.
- **Adobe Illustrator:** Proficient at 80%.
- **Microsoft Office (Word, Excel, PowerPoint, Outlook):** 80%.

CERTIFICATIONS

- HR Management – Ousus | **Score: 94%** | August 2024
- 3ds Max and V-Ray – Seekers | Nov 2024 – March 2025
- English Level 2B – New Horizon | **Score: 85%** | Sept 2022
- English Level 2A – New Horizon | **Score: 89%** | August 2022
- English Level 1B – New Horizon | **Score: 90%** | June 2022

EXPERIENCE CERTIFICATE

- **Company Name:** Promoplus
- **Position:** Operations and Creative Team Manager.
- **Employment Period:** October 2019 – December 2024
- **Details:** An official certificate is available upon request.