

# Curriculum Vitae

## I. PERSONAL INFORMATION

**Name:** Nojod Talal Razzouk

**Date and Place of Birth:** 18/ 05/ 1982 Salloumieh, Al-Qusier, Homs- SYRIA

**Sex:** Female

**Marital Status:** Married

**Current work::** architectural engineer employed in the Directorate of Education in Homs Province, Department of School Buildings. But now, I am not working because I took an unpaid leave due to joining my husband, who lives in Qatar, and I may never return back to the work in Syria.

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## II. QULIFICATIONS

General BSc. in Architecture, Al-Ba'ath University, Homs- Syria, 2006.

## III. WORKING EXPERIENCES

### 1. Full time work:

- From 2006- 2007: I taught computer science for Tourist Hotel Institute students in Homs city.
- From 11/07/2007 to 16/11/2021: I work as an architectural engineer in the School Buildings Department in the Directorate of Education in Homs city. The works that I carry out are:
  1. Estimating the damages and the estimated cash amounts needed to maintain these buildings.
  2. Make estimated and final statements of maintenance work after conducting surveys on the ground for the school maintenance project.
  3. Supervising the maintenance of schools affiliated with both the education directorates in Homs and Damascus provinces.
  4. Drawing plans for the schools to be maintained in order to facilitate the actual implementation of maintenance work.
  5. Follow up and evaluate the maintenance work carried out by contractors to ensure compliance with the plans that were drawn for their implementation.

### 2. Part time work:

- *From 2007-2009:* I worked as a consultant in a project to evaluate the organizational plan of the city of Homs with the participation of a group of teachers and professors of the Faculty of Architecture at Al-Baath University. One of the most important works that I participated in implementing was developing field evaluation questionnaires that were filled out through personal interviews with the residents of the neighborhoods that I studied in order to estimate their service needs. Plans for these neighborhoods were also drawn, and floor heights, street widths, sidewalks, and green areas were estimated, in addition to service facilities such as education, health, entertainment, etc.

We also drew graphs showing the percentages of the elements of these neighborhoods on the ground and as they were viewed.

- *From 2007 to date:* I work on designing and drawing a very large number of licenses affiliated with the Engineers Syndicate for a large group of civil and architectural engineers. These licenses and plans show the projections, facades, and executive network of the building to be licensed. Sometimes I draw a 3D perspective with external covering.

- *From 2007 to date:* I designed and implemented some decoration works for home apartments in different places and environments in both Homs and Doha cities.

- *From 2008 to date:* I work on designing and coordinating a large number of graduation projects for architecture students. Examples of these projects are: "Establishing a recreational park on Qattina Lake" "Designing a children's amusement park in the city of Homs," "Heritage amusement park," etc.

- *From 2010 to date:* I work on designing a number of brochures, covers for graduation notes, and various websites.

- *From 2008 to date:* training students and architectural and civil engineers Photoshop and AutoCAD programmes. Each training course lasts for one and a half to two months. By the end of each training course, for example AutoCAD program, the trainees become capable of drawing two-dimensional projections and interfaces. In addition they learn basic, professional and important principles of drawing. As for the Photoshop programme, at the beginning of the course, before going deeply in the programme, I give an idea of how the programme works, how to deal with the image, colours, and professional commands that are important for the trainees to be fast in design as well as to other closely related matters.

- *From 2015 to date:* I study and supervise schools supported by UNICEF in Homs city and its rural areas.

- *From 2018 to date:* designing and implementing children books for nursery school children using Photoshop programme.

**IV. LANGUAGE SKILLS:** Arabic is the mother tongue. As English is the second language: reading, writing, listening comprehension and conversation are good.

**V. COMPUTER SKILLS AND RELEVANT PROGRAMMES:** good experience in the use of Word, Power point, Excel, Internet and IT. Also, I have considerable experiences in the use of Auto Cad, Photoshop, 3D Max and Revit programmes.

## **VI. PUBLICATIONS AND REPORTS**

**Razzouk, N. T. (2006)**, "The environmental and developmental research Centre in the Syrian desert," Graduation Project, Faculty of Architect- Al- Ba'ath University, Homs, Syrian Arab Republic.

**Razzouk, N. T. (2007)**, "The sustainability of residential buildings in desert areas- Palmyra as an example" a paper presented to a conference on the Sustainability of Residential Buildings in the Dry Areas, Cairo, Arab Republic of Egypt.

## **VII. REFERENCES**

### **1. Eng. Sahar Al- Saleeh**

*Architecture Engineer,  
Architectural consultant at the Syndicate of Engineers,  
Homs- SYRIA.*

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### **2. Eng. Abdulla Al- Mogharbel**

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The Head of School Buildings Circle,  
The Education Directorate,  
Homs- SYRIA.*

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