

# HASSAN M. TAKKUSH

8456 Colonial Lane  
Dearborn Heights, MI 48127

Phone: (313) 652-2295  
Email: htakkush@gmail.com

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## PROJECT MANAGER

Top-performing professional credited with 8+ years of extensive construction project management expertise. Dedicated leader recognized for analytical skills, attention to detail. Effective communicator experienced in implementing management strategies, and demonstrating expertise in technology project and program management, R&D and feasibility studies. Adaptable expert noted for solid expertise in risk and contingency planning, as well as organizational process design, business and strategic planning, and workforce planning. Reliable team player acknowledged for visualizing/ spearheading launch of various multifamily/ resorts/ hotel, high residential, commercial offices and industrial markets.

## AREAS OF EXPERTISE

- |                               |                                     |                               |
|-------------------------------|-------------------------------------|-------------------------------|
| ▪ Project Management          | ▪ Problem Management                | ▪ Consulting                  |
| ▪ Risk & Contingency Planning | ▪ RFP Development/Management        | ▪ Team leadership development |
| ▪ Strategic Planning          | ▪ Contract Management / Negotiation | ▪ R&D & Feasibility Study     |
| ▪ Bid review & Assessment     | ▪ Change Management                 | ▪ Agile Project Management    |
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## PROFESSIONAL EXPERIENCE

GLASSLINE INDUSTRIES, Beirut, Lebanon

2011 – 2020

### CONSTRUCTION PROJECT MANAGER / CONSTRUCTION PROJECT ENGINEER

*Managed projects ranging from conversions to ground up construction. Reviewed and approved contract documents, oversaw contractor selection and bid process, awarded contracts, supervised construction, bid and awarded contracts for fixture installation, coordinated all trades, developed and implemented schedules, managed budgets, and coordinated with retail operations during all phases of projects. Proficient in handling simultaneous projects and meeting deadlines effectively.*

- **Reviewed**, verified and approved all final **Site Acquisition** and **Civil Construction** charges for over 20 individual high-rise projects. Removed \$5 million in excess charges **reducing project costs** an average of 10%. **Conducted** regular financial close out meetings to assure prompt project close outs. **Directed** civil **construction Quality Assurance** processes and procedures for growth projects. **Reviewed** and **prepared contracts**, permits, drafts, cost estimates and insurance. Allocated necessary project resources including subcontractors, suppliers and company labor.
- **Ensured** projects were executed according to **approved time, cost estimates** and **quality standards**. **Created and developed** a comparison system of company's subcontractors and a convenient. Fixed software related issues for key documents across the company. **Recognized for completing projects under budget and on schedule**. Skilled contract **negotiator** resulting in holding construction costs and change orders to a minimum.
- **Lead a team** of project managers through **teamwork and collaboration**. Maintained an excellent working **relationship** with retail operations. Ensure that the project team understands all aspects of the prime contract relating to their respective responsibilities and demonstrate a thorough understanding of the prime contract checklist and **organizational** structure. **Negotiate, analyze, and prepare purchase order agreements, subcontracts, and cost control budgets**

## PROFESSIONAL EXPERIENCE

**MERCEDES BENZ COMPANY, BEIRUT, LEBANON**

2010- 2011

### TEAM LEADER OF OPERATIONS

*Responsible for new team member training and hiring for the Customer Service Team.*

- **Distributed** incoming work, **maintained** call center schedule to ensure appropriate and timely phone response times to our internal clients and outside sales reps. **Resolved escalation** level calls from representatives and clients. **Actively listened** to the client's needs and recommended products to meet their requirements.
- **Provided sales support** for top producing representatives sales representatives and managers by providing information on various programs and making adjustments to accounts as needed. **Established new processes** and **procedures** that were used in new hire training as well as **codified established** rules of conduct for existing employees. **Coordinated** with other departments throughout the organization on special projects. **Trained department** in new computer software programs during implementation and refresher training as needed.

## EDUCATION & TRAINING

**Management and Strategy Institute**, Six Sigma White Belt Certified (LSSWB)™, 2020

**Project Management Institute**, Completed PMP Course, 2018

**British Council**, Business Writing Course, 2015

**Master of Science, Mechanical Engineering**, Lebanese International University, 2012

**Bachelor of Science, Mechanical Engineering**, Lebanese International University, 2010

## PROJECT MANAGEMENT SOFTWARE

Administrative Assistance

Time Management

Microsoft Office

(Excel, Power Point, Project, Word)

Office 365

Computer Skills

Analysis Skills

Oracle Primavera P6

## NOTABLE PROJECTS

Place Pasteur ▪ The Ritz Carlton Residences Jordan ▪

University of Balamand-Dekwaneh- Alba Extension and Renovation

Abde wahab 618 ▪ Starco Renovation-Facade Renovation

▪ Le Bureau Building-Beirut ▪ La Citadelle De Beyrouth