

# Roy Lteif



Beirut, Lebanon



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## Profile Summary

A highly driven Account and Project Manager with 5+ years of experience in the digital field. In broad, my experience relies on project management, client servicing and team leadership and management. In depth, I am experienced in handling a full project lifecycle, from requirement gathering, research, task distribution, follow up, testing & delivery, using software management tools.

## Experience

### **Project Manager** - Eivolo

December 2021 - Present

#### **Tasks involved:**

- Building project scope
- Planning project sprints
- Assigning resources
- Managing and monitoring the day-to-day tasks and implement change when necessary
- Control and monitor project budget
- Ensure customer satisfaction

### **Senior Operations Specialist** -Mindfield Digital

May 2019 - November 2021

#### **Tasks involved:**

- Macromanagement of projects from initiation to delivery
- Coordination between all departments and teams on tasks
- Ensure internal processes are applied flawlessly
- Lead teams on a daily basis throughout the day
- Daily standup meetings to discuss weekly deliverables
- Respect budget and time constraints
- Weekly project updates/reporting
- Testing full project prior to delivery

#### **Initiatives:**

- Integrated Trello as the project management system
- Integrated Slack for project follow ups and internal communication
- Upgraded PM tool from Trello to Asana
- Created Project Tracker for weekly client servicing reporting
- Reviewed and upgraded project checklist
- Created client questionnaires/SoW/Project Timeline

### **Digital Account Manager** - HelloTree

July 2018 - April 2019

#### **Tasks involved:**

##### **Web Department:**

- Prepare projects proposal and scope
- Full project handling on initiation until delivery
- Day-to-day client communication and support
- Weekly client updates
- Testing full project prior to delivery

##### **Social Media Department:**

- Meet with clients to discuss monthly plans and campaigns
- Brief social media team and designers on way forward
- Monitor and review media plan and progress
- Communicate plan with client and gather feedback

### **Digital Account Executive** - COMFU

July 2016 - April 2018

#### **Tasks involved:**

- Full project handling from initiation to delivery
- Preparation of project quotations
- Liaise between Development team (front and backend developers) and Digital Designers team on project tasks. -Weekly client updates
- Running QA and Testing full project prior to delivery

#### **Initiatives:**

- Created QA and testing checklists for web development teams.
- Integrated Teamwork as Project Management system

### **Digital Account Manager** - Grind

Aug 2013 - July 2016

#### **Tasks involved:**

- Full project handling from initiation to delivery
- Preparation of project quotations
- Liaise between Development team (front and backend developers) and Digital Designers team on project tasks.
- Weekly client updates
- Running QA and Testing full project prior to delivery

#### **Additional Tasks:**

- Preparing payables & receivables
- Preparing employees salaries and partner's remuneration
- Monitoring all expenses

## Computer Skills

Google Docs, Sheets, Slides  
Basic knowledge in HTML & CSS  
Basic knowledge in Photoshop, Illustrator, XD

## Content Management Systems

### Used:

Custom/Developed in-house  
WordPress  
Prestashop  
Laravel

## Project Management Tools

### Used:

YouTrack  
Asana  
Trello  
Wrike  
Axosoft  
Teamwork

## Achievements

### do\_action Wordpress Beirut Hackathon - 2019

Managed a team of designers and developers to create a WP Site for a local NGO in 8 hours

### 3rd Place Winner of Tourism Insight Marketing Project at Lebanese Canadian University - 2013

Project consisted of recreating a model of Sadd Chabrouh.

### 2nd place winner of Tourism Insight project at the Lebanese Canadian university - 2012

The project consisted of representing a country. Our team's country was choice was Italy. We were able to build Italy's Colosseum, with an integrated LED light system as well as getting sponsorship from multiple food brands.

### Chosen to Represent Tourism Insight Event at Lebanese Canadian Universty - 2011

Project consisted of creating a local Aquarium model(maquette) with full specs and budgeting.

## Education

### MBA in Business Management

Lebanese Canadian University, Lebanon  
2015 - 2017

### BBA in Auditing & Accounting

Lebanese Canadian University, Lebanon  
2010 - 2014

## Languages

English: Proficient/Fluent - CLB 8  
French: Upper-intermediate CLB 6  
German: No proficiency  
Arabic: Native language

References available upon request