

Rebecca el Hayek
Freykeh, Mount Lebanon, Lebanon
Phone: +961 3 963073 – rebecca-hayek@hotmail.com
D.O.B: 22-Feb-1994 - Marital Status: Single

EDUCATION

Lebanese University Faculty of Social Sciences Master's degree in Human Resources	Rabieh, Lebanon 2018 – present
Lebanese University Faculty of Letters and Human Sciences Master's degree in Industrial Psychology	Fanar, Lebanon 2016 - present
Lebanese University Faculty of Letters and Human Sciences Bachelor's degree in Psychology	Fanar, Lebanon 2013 - 2016
Beit Chabab Public School Lebanese Baccalaureate Part 2 – Life Sciences	Beit Chabab, Lebanon 2009 - 2012

TRAINING ATTENDED & CERTIFICATES

Certificate of completion of " <i>INJAZ Business Ethics</i> " workshop under INJAZ Lebanon program.	15th of April 2019
Certificate of completion of " <i>Roadmap to HR Success</i> " workshop under BCA international training institute.	30th of March 2019
Certificate of completion of " <i>Steer your career</i> " workshop under INJAZ Lebanon program.	21st of March 2019
Certificate of completion of " <i>Payroll in Lebanon</i> " workshop under BCA international training institute.	2nd of March 2019
Certificate of completion of " <i>Advanced techniques in sports medicine and physiotherapy using Caretherapy Machine</i> " under TECHNOBODY and SPINE CARE CENTRE.	15th of September 2018
Certificate of completion of " <i>Personal Finance</i> " under INJAZ Lebanon program.	28th of May 2018
Certificate of completion of " <i>Head Start: Boosting your employability</i> " under INJAZ Lebanon program.	12th of March 2018

PROFESSIONAL EXPERIENCE

Spine Care Center Administrative Assistant

**Hazmieh, Lebanon
Oct/2018 – present**

- Organize and schedule meetings and appointments.
- Provide general support to visitors.
- Generate daily, monthly and yearly reports.
- Prepare and monitor invoices.
- Maintain and order inventory supplies.
- Maintain computer and manual filing systems.
- Handle sensitive information in a confidential manner.
- Handle various communication; reply to email, telephone or face-to-face enquiries.
- Resolve administrative problems.

Anta Akhi, Non-profit Organization Team Leader/ Social Worker

**Ballouneh, Lebanon
Mar/2013 – present**

- Handle day to day needs of people with physical and intellectual disabilities (20 to 22 patients).
- Prepare internal and external workshops and activities, to develop the patient's skills and knowledge.
- Attend team meetings on biweekly basis, to share information and ensure that all team leaders are aware of each patient's needs.

Bankers Insurance Company Data Entry/ Office Admin (part-time)

**Beirut, Lebanon
Oct/2014 – Aug/2016**

- Responsible for documentation, hard and soft copies in the claims department.
- Handles all administrative duties that might be requested; communicate with brokers and answers clients phone calls.

Dr. Sandra Dagher Dental Clinic Clinical Assistant / Admin (part-time)

**Bekfaya, Lebanon
Jun/2011 – Jun/2014**

- Answering patient's phone calls and taking appointments.
- Responsible for records update and archive.
- Help in preparing and sterilizing utensils.

ADDITIONAL INFORMATION

- Languages:**
- Arabic (native)
 - English (fluent)
 - French (fluent)
- Acquired Skills**
- Problem solving
 - Leadership
 - Customer service
 - Time management
 - Training
 - Communication
- Volunteering:**
- Volunteer at “Mission de Vie” 2011-2013.

OFFICIAL TRANSCRIPTS & REFERENCES

To be provided upon request