

# Reem E. Shoujaa

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Bchamoun, Lebanon

## Objective

*A committed and driven Bachelor's in Business Administration graduate, with emphasis on Human Resources Management; seeking a position in the domain of human resources management.*

## Education and Qualifications

<b>Bachelor of Business Administration in Human Resources Management</b>	Rafik Hariri University July 2018 CGPA: 91.08% - <i>High Distinction</i>	Mechref, Lebanon
<b>Lebanese Baccalaureate - Sociology and Economics</b>	Le Lycée National Schools June 2015	Chouifat, Lebanon

## Experience

**July 2019 -** Volunteer with INJAZ Lebanon

As a volunteer with INJAZ, I was responsible for delivering and facilitating 8-hour workshops titled *Steer Your Career* and *Business Ethics* as part of the *Professional Skills Development Program* to university students. The workshops equip young adults with the skills they need in order to succeed in the workplace and the world of business.

**August 2018 – October 2018** Student Help at the Student Affairs Office at Rafik Hariri University

In addition to all the duties I had as a work-study student at the Student Affairs Office, my additional responsibilities as a student help included:

- Creating and updating university-wide policies and procedures
- Planning and organizing the new student orientation, dormitory orientation, and work-study orientation
- Helping with dormitory organization and room distribution
- Determining and distributing work-study assignments amongst work-study applicants
- Collaborating with RHU clubs and societies for event planning
- Managing multiple office tasks (taking meeting minutes, filing, writing press releases, proposals, emails, etc.)

**May 2018 – July 2018** Intern at Bank Audi S.A.L Human Resources department

As an intern at Bank Audi HR department, in the Recruitment & Selection, and Personnel Services units, I was responsible for multiple tasks including, but not limited to:

- Entering data and file management
- Shadowing of personnel services officer and recruitment & selection officer
- Participating in recruitment processes
- Preparing forms and official documents
- Assisting around the office

**January 2018 – May 2018** Research Assistant for Dr. Najib Mozahem at Rafik Hariri University

As Dr. Mozahem's assistant, I was responsible for both designing and conducting interviews. We worked on an article that deals with the topic of female engineering students. As part of working on this article, I was responsible for reading the current literature and writing a comprehensive literature review. In addition, I was part of a team that conducted interviews with more than 30 subjects. These interviews also had to be transcribed and analyzed by the team as a whole.

**September 2016 – May 2018** Assistant at the Student Affairs Office at Rafik Hariri University (Work-Study)

The Student Affairs Office is responsible for all aspects of interaction with the students. As an assistant to the Student Affairs Coordinator, as part of the Work-Study program at RHU, I was responsible for:

- Streamlining operations through the creation of forms and applications which are used to systemize processes

- Creating handbooks for various services such as the student affairs, student housing, health services, student elections, and transportation
- Planning and organizing student events throughout the academic years
- Recording and documenting the necessary information to make sure that it will be available once needed

## **Publications**

Mozahem, N.A., Ghanem, C.M., Hamieh, F.K., & Shoujaa, R.E. (2019). Women in engineering: A qualitative investigation of the contextual supports and barriers to their career choice. *Women's Studies International Forum*, 74C(2019): 127-136. <https://doi.org/10.1016/j.wsif.2019.03.014>

## **Academic Awards and Scholarships**

### **Rafik Hariri University:**

- President's Honor List: Spring 2015 – 2016, Fall and Spring 2016 – 2017, Fall and Spring 2017 - 2018
- Dean's Honor List: Fall 2015 – 2016
- Recipient of a 35% merit scholarship for academic years 2015 – 2016, 2016 – 2017, and 2017 - 2018

## **Business Related Skills and Key I.T. Skills**

- Interpersonal skills:
  - Communication and public speaking
  - Time management
- Multitasking skills
- Microsoft Office (Word, Excel, PowerPoint, and Outlook), Excel OM/QM (Quantitative Modeling), SPSS, SmartPLS 3, Canva

## **Conferences and Forums attended**

- The 10th Annual NAWF forum, titled "Women Entrepreneurs", on April 12th, 2017
- Conference by Confex titled: "استعادة الثقة: السهل الممتنع" on April 11th, 2017
- The 6th CSR LEBANON FORUM: How Social Impact Influences Corporate Success, on October 27th, 2016

## **Workshops attended**

- Completed a 6-hour workshop titled "Optimize Your LinkedIn Profile" at Rafik Hariri University on November 30th, 2018
- Completed a 2-hour workshop titled "Personal Branding 101 - How to Market Yourself" at Rafik Hariri University on April 13th, 2018
- Completed a 6-hour Time Management workshop delivered by the Intercontinental Phoenicia HRM team, at Rafik Hariri University on November 10th, 2017
- Completed an 8-hour Professional Skills Development Program offered by "INJAZ Lebanon" at Rafik Hariri University, on February 24th, 2017
- Completed a 5-hour Human Resources workshop at Rafik Hariri University on November 27th, 2015

## **Extracurricular Activities**

- 2017 – 2018, founder, creator, and editor of "Erudite", the Management Society magazine at Rafik Hariri University
- Spring 2018, Member of the Book Club at Rafik Hariri University
- 2017 - 2018, Member of the Physics and Astronomy Club at Rafik Hariri University
- May 2017, volunteer at AVSI organization in Lebanon
- Spring 2017, Member of the Digital Yearbook Committee at Rafik Hariri University
- 2015 – 2016, Member of the Female Basketball team at Rafik Hariri University

## **Languages**

- Full Professional Proficiency in English
- Full Professional Proficiency in Arabic

## **Hobbies**

- Reading and Writing
- Poetry
- Cooking

**REFERENCES AND RECOMMENDATIONS ARE AVAILABLE UPON REQUEST**