

Greta A. Assaf
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OBJECTIVE

Business Administration graduate with a concentration in Human Resources. (Concentration Courses: HR Analysis, Judgment and Decision Making, Human Resources Management, Organization Behavior, International Management)

EDUCATION

American University of Beirut, Beirut, Lebanon.

September 2017-May 2020

BA in Business Administration.

Dean's Honor list

Fall 2019

Spring 2019

Fall 2020

Spring 2020

GPA 3.6/4

EXPERIENCE

Azadea Group, Beirut, Lebanon

June 2019-August 2019

Job title: Intern in Talent Performance Department.

Assigned tasks:

- Conducting a leadership training module for shop managers.
- Executing exit interviews.
- Working on a sexual harassment awareness video that was to be posted on the Azadean app that all employees have access to.
- Designing promotion processes for front of the house and back of the house employees.

Deloitte, Beirut, Lebanon

March 15th 2021-June 30th 2021

Job Title: Intern in Data Analytics Department

Assigned tasks:

- Executed daily updates on a global template on Excel that stores employee data across the Middle Eastern entities. Said updates comprise of adding (ex: new hires)/altering (ex: promotions)/removing (ex: terminations) employee profiles and data which would thus facilitate or disable the employees' access to multiple global platforms.
- Implemented updates on HRIS that would further facilitate employee access to various fields and platforms in the firm.
- Assisted in the initiation, progression, and finalization of 360 Assessments, an employee feedback system.
- Organized employee data on Excel in order to maintain data alignment and integrity.
- Participated in the preparation, launching, and tracking of zoom trainings for Partners across Middle Eastern entities on HR matters.

SUMMARY SKILLS

Languages: English (fluent), Arabic (native), Spanish & French (beginner).

Computer skills: MS Word, Excel, PowerPoint.

Soft skills: Teamwork, communication, interpersonal, coordination, organization, time management, emotional intelligence, conflict management.

Interests: swimming, playing guitar, reading, exercising, baking.