

# Rawan Alwan

• Address: Lebanon • Mobile: +961 3 987 981 • E-mail: [rawan.alwan8@gmail.com](mailto:rawan.alwan8@gmail.com) • LinkedIn: [RawanAlwan](#)

## Education

<b>American University of Beirut - AUB</b> Bachelor of Business Administration, Concentration in Human Resource Management	2013 – 2016
<b>Lebanese Preparatory School – LPS</b> Lebanese Baccalaureate - Life Sciences (Graduated with Mention: Bien)	2003 – 2013

## Professional Experience

<b>ZRE – Building Communities</b> <i>HR Generalist</i> <ul style="list-style-type: none"><li>- Overall responsibility of manpower planning and recruitments</li><li>- Conduct job analysis to create job descriptions and identify job competencies</li><li>- Design, develop and implement onboarding and off boarding plans and checklists</li><li>- Design, develop and implement the performance appraisal system</li><li>- Perform re-org exercise and establish a proper organizational structure</li><li>- Develop policies and procedures which includes a 30 page employee handbook</li><li>- Handle employee relations between employers and employees</li><li>- Ensure proper and accurate HR Data Management</li><li>- Support the BDD community (100+ companies) in recruitment and HR processes</li><li>- Handle the Summer Internship Program with more than 70+ interns on-boarded yearly</li><li>- Maintain contact with universities and attend job fairs and company presentations</li></ul>	June 2017 – Present
<b>ABC Group</b> <i>HR Officer – Contractual</i> <ul style="list-style-type: none"><li>- Perform application and phone screening on candidates' resumes to match job specifications, shadow in interviews and extend and negotiate offers with candidates</li><li>- Maintain communication with candidates and follow-up and perform their onboarding</li></ul>	Nov. 2016 – May 2017
<b>International Health Resources – IHR</b> <i>Recruiter – Part-timer</i> <ul style="list-style-type: none"><li>- Assist clients in finding, attracting and shortlisting candidates</li></ul>	Apr. 2016 – Oct. 2016
<b>Fransabank</b> <i>Trainee</i> <ul style="list-style-type: none"><li>- Rotate in both commercial and operational departments to observe and better understand daily operations</li></ul>	Jun. 2015 – July 2015

## Training & Conferences

<b>Mercer TRS</b>	Apr. 2019
<b>Global HR Trends Summit 2</b>	May 2018

## Summary Skills

**Computer Skills:** MS Word, Excel, PowerPoint, Access, Outlook, Visio, and Office365

**Languages:** Arabic –Native; English –Fluent; French –DELTA A2

**Soft skills:** Leadership, Work Ethic, Communication, Adaptability, Positivity and Team-Building