

Fatima H. Hadla

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EDUCATION

Lebanese American University, Beirut, Lebanon

Aug. 2018 – Expected Dec. 2020

Masters of Sciences in Human Resource Management

Bachelor of Science in Management Information System

Aug. 2005 – May. 2009

WORK EXPERIENCE

Jan. 2019 - present **Grant Management - Lebanese American University, Beirut, Lebanon**

Position: Academic Facilitator

- Assess USP VII – Cycle III Students Academic standing & report students of low academic performance
- Explain CSP templates for students, Attend CSPs for documentation purposes, Vet beneficiaries
- CAP Committee - Audit students' graduation plans
- Handle newsletter data- issued monthly
- Manage OCE LinkedIn profile & update USP graduate employment list

Aug. - Dec. 2018

SArD - Lebanese American University, Beirut, Lebanon

Position: Academic Assistant

- Handle contracts, Hotel Bookings, Transportation, Room Reservation for Instructors and International Lecturers
- Issue Oracle Requisitions , Plan annual budget proposal & Handle Banner and DCU System

Mar. 2016 - Jul. 2018

University Preparatory Program - American University of Beirut, Beirut, Lebanon

Position: Administrative Assistant

- Handle Instructors contracts and workload
- Issue Oracle Requisitions, expense reports, and Manage Petit-Cash
- Develop classes schedules, student registration tables, office scheduling and event calendars
- Arrange meetings/conference calls as needed in coordination with IT department
- Create Google sheets for weekly plan and evaluation to be filled by the instructors

Oct. 2016 - Mar. 2018

WFP in Collaboration with AUB - American University of Beirut, Beirut, Lebanon

Position: Administrative Assistant

- Serve as Liaison between both campuses AUB Beirut & AREC
- Recruit new instructors as needed for new cycles, and handle Instructors contracts
- Issue Oracle Requisitions
- Formulate surveys to assess courses and Instructors, evaluate surveys using SPSS

Jul. 2010 - Nov. 2011

Saleh Trading EST., Beirut, Lebanon

Position: Accounting & Administrative Officer

- Administer salaries and work out leave entitlements
- Prepare stock control, cost of goods, balance Sheets, financial reports ...etc.
- Handle main cash of the company and auditing the incoming and outgoing payments

SKILLS

COMPUTER: Microsoft Office (Word, Excel, Power Point), Oracle, SPSS, DCU-Banner, SAP (*In progress*)

LANGUAGES: Arabic and English