

# MARIA K. AOUN

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## PROFESSIONAL EXPERIENCE

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Sept 20 – Present **Junior HR & Procurement Officer – Digital Opportunity Trust Lebanon**

### Human Resources:

- Handled internal and external coordination for talent acquisition
- Assisted in the recruitment process
- Managed the probation review of new joiners
- Handled the recruitment and onboarding of interns and employees
- Developed and implemented intern's evaluation forms
- Handled the collection and documentation of all personnel documents (soft and hard copies)
- Maintained an updated CV database
- Conducted salary attestation, visa, employment and recommendation letters
- Coordinated the logistics of the Staff Capacity Building Program
- Follow up after each training to collect feedback of the participants
- Participated in the planning and organization of internal social events

### Procurement:

- Collected quotations from suppliers
- Managed the bid analysis process, executed the purchases, followed up on goods delivery and issued payments
- Maintained a proper documentation of all purchases
- Coordinated with suppliers to ensure a timely delivery of purchased goods and services
- Maintained an updated supplier database

May 20 – July 20 **Youth Leadership Program, 6th Cohort**

Leadership development program presented by United Nations Development Program (UNDP)

- Engaged in training delivered by INJAZ Lebanon
- Learned more about SDGs and social impact

Feb - May 20 **Holdal – Abou Adal Group, Talent Management Intern**

Reviewed the end of year performance appraisal and developed a Talent Development action plan. Designed an internal online learning platform and created a post-training reflection sheet. Organized team learning events.

July - Sept 19 **Bank of Beirut, HR Internship**

Managed the internship process and kept an updated database. Assisted in the tenure and terminations processes. Maintained an updated CV database and assisted in the recruitment process

July - Aug 18 **MTC Touch, Internship** (*Rotation in the finance, commercial and HR departments*)

Conducted petty cash review. Managed invoice approvals and agreements review. Conducted research on new communication trends and benchmarked digital innovation across global telecom operators. Received a general overview on the HR functions

## EDUCATION

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### Saint Joseph University of Beirut [Lebanon]

2019 – 2021 Masters in Leadership and Human Resources Management

2016 – 2019 Bachelor in Business Administration

### Collège Sagesse Brasilia [Lebanon]

2001 – 2016

Economic Science Baccalaureate

## LICENSES & CERTIFICATIONS

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March/April 20 **Trace Training – “Deep Dive into Kingship”**

March/April 20 **UDEMY for Business – Online Learning**

- *Talent Management for Leaders*: Developing and retaining high potential employees
- *Design Thinking in 3 steps*: Basics of a design thinking process to meet the audience goals
- *Practical Leadership Skills*: Leading a team effectively and deliver results
- *Presentation Skills*: Leading a successful presentation and/or training sessions

July 18

**Saint-Louis University**

English Proficiency Test: High Intermediate

#### ADDITIONAL INFORMATION

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**Extra-Curricular** **LBCI**, "Men El Aleb" Telethon - Raising donations for a critical health cause

**Activities:** **USJ**, hosted multiple events organized by the university

**Skills:** MS Office (Word, Excel, PowerPoint)

MS Visual Basic (Basic Concepts)

MS Project – Visio – Access

#### LANGUAGES

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Fluent in English, French and Arabic