

# Zeinab Husseini

Beirut, Lebanon

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## EDUCATION

<b>Lebanese American University (LAU), Beirut, Lebanon</b> Masters of Science in Human Resources Management	September 2018 – May 2020
<b>Lebanese American University (LAU), Beirut, Lebanon</b> Bachelor of Arts in Psychology Minor in Legal Studies Cumulative GPA: 3.2/4.0; Dean's Honor List	September 2015 - June 2018
<b>Le Lycee National High School</b> Lebanese Baccalaureate II in Sociology and Economics – Distinction	2000-2015

## WORK EXPERIENCE

<b>Kempinski Summerland Hotel &amp; Resort Beirut</b> Human Resources Executive Human Resources Coordinator	May 2018 – Present June 2020 – Present May 2018 – May 2020
<ul style="list-style-type: none"><li>• Work with HR Manager to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees</li><li>• Direct all hiring and training procedures for new employees</li><li>• Continually educate employees on company policies (including sexual harassment, appropriate dress, and social media permissions, etc.)</li><li>• Administer or change benefits, health plans, retirement plans, etc.</li><li>• Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive</li><li>• Coordinate and direct work activities for managers and employees</li><li>• Foster cross-functional relationships and ensure managers and employees are properly connected</li><li>• Promote a positive and open work environment where employees feel comfortable speaking up about issues</li><li>• Manage and supervise other HR staff, ensuring they are assigned and carry out proper tasks</li><li>• Understand and adhere to all pertinent labor laws</li><li>• Assist HR Manager with various management processes, manning, budgeting, and controlling labour costs and related expenses</li><li>• Prepare monthly reports and send them to the regional office</li><li>• Analyze the effectiveness of current reward and pay systems</li><li>• Recruit and select candidates for all job vacancies (up to managerial level) (CV sourcing, scheduling interviews, interviewing candidates, preparing their contracts, and following up on their documents and experience)</li><li>• Responsible for planning and organizing all Employee Engagement Events</li><li>• Responsible for all performance management systems and updating HR policies</li><li>• Responsible for preparing the Payroll for all employees and sending it to the Finance Department</li><li>• Responsible for onboarding, insurance, NSSF, and all MOF related procedures</li><li>• Responsible for updating and closing positions on Kempinski's online platform for Job Opportunities (KEEP)</li></ul>	
<b>LAU Alumni Relations Office, Beirut, Lebanon</b> Alumni Relations Coordinator	September 2015 – May 2018
<ul style="list-style-type: none"><li>• Provided advising and administrative support for more than 100 alumni based in different countries</li><li>• Helped manage the workload and organize alumni files</li><li>• Assisted in over 80 events for the alumni association (including networking events, orientation activities, and outings)</li><li>• Helped coordinate all public relations activities &amp; manage their social media accounts (Instagram and Facebook)</li></ul>	

**Beyond Learning, Beirut, Lebanon**

June 2016 – September 2017

Youth Programs Educator

- Participated in two character-building summer camps (Loompaland 2016 & 2017)
- Joined multiple team-building events for kids and companies as an educator
- Attended multiple capacity building and leadership training weekends facilitated by the company
- Facilitated the youth leadership boot-camp for 13 teenagers (we.lead 2017)

**AIESEC, Beirut, Lebanon**

January 2017 – August 2017

Director of Incoming Global Volunteer Program

- Ensured customer flow for all incoming exchange programs
- Acted as the final responsible for the recruitment and selection process of all volunteers
- Provided a positive customer experience for all enablers/NGOs and exchange participants
- Was responsible for leading and tracking the performance of more than one team as part of the role of being a Vice President and was the final responsible of all NGOs and sales operations in the local committee
- Fulfilled a leadership role as part of AIESEC in LAU's Executive Board

**AIESEC, Beirut, Lebanon**

September 2016 – April 2017

Director of Marketing and Communications for YouthSpeak Forum (YSF) 2017

- Designed over 200 graphic materials for the event (badges, merchandise, promotions, design for t-shirts) and created all event's marketing material (pictures, videos, testimonials)
- Was responsible for all event promotions through social media (managed all Facebook, Instagram, and Twitter pages) and external marketing campaigns
- Partnered with LBCI TV Channel in order to raise event's exposure and went on their "Btehla El Hayet" show to promote the event and raise awareness on the role of youth in it

**AIESEC, Beirut, Lebanon**

July 2016 – January 2017

Middle Manager – IGCDP (Incoming Global Community Development Program)

- Created a sales pitch of IGCDP projects which increased the rate by 85%
- Distributed tasks among members and maintained team productivity by tracking all team members' performances
- Maintained strong relationships between AIESEC LAU and NGOs within Lebanon

**Volunteer, Children's Cancer Center of Lebanon (CCCL), Beirut, Lebanon**

September 2016 – January 2017

- Entertained over 50 children at the inpatient unit in order to distract them and alleviate their pain

**AIESEC, Beirut, Lebanon**

February 2016 – July 2016

Coordinator – IGCDP (Incoming Global Community Development Program)

- Networked and partnered with over 20 NGOs and developed agreements to create internships and civic engagement opportunities
- Conducted interviews with over 900 prospect volunteers and provided feedback to NGOs for proper selection

**EXTRA-CURRICULAR & LEADERSHIP ACTIVITIES****Marketing Assistant, Beirut Fashion Week 2017 (BFW), Beirut, Lebanon**

October 2017 – November 2017

- Covered the event on social media
- Interviewed celebrities, designers, and models who were present
- Took pictures during the event

**Volunteer, Beirut Marathon Association, Beirut, Lebanon**

November 2017

- Provided cheering and moral support, and handed out water to the runners

**Volunteer, LOYAC Organization, Beirut, Lebanon**

January 2016 – June 2016

- Participated in workshops done by the NGO

**Volunteer at LAU Spring Fiesta, Beirut, Lebanon**

May 2016

- Ushered at the event

### **Volunteer, Spring Beats Concert, Beirut, Lebanon**

April 2016

- Supervised the entire concert done by LAU Event Organization Club and made sure everything ran smoothly

### **CLUBS**

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|---|---------------------|
| • <b>LAU Psychology Club (Member)</b>                 | Sep 2015 – May 2018 |
| • <b>LAU Citizenship Club (Member)</b>                | Sep 2017 – May 2018 |
| • <b>LAU Hiking and Camping Club (Vice President)</b> | Sep 2015 – Sep 2017 |
| • <b>LAU Photography Club (Member)</b>                | Sep 2015 – Sep 2016 |

### **AWARDS, SKILLS, AND LANGUAGES**

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- **LAU Hiking and Camping Club Initiative Award** (2016 & 2017)
- **Completed Intensive Child & Adolescent Neuropsychological Treatment Program (i-CAN), which is a 6-month Cognitive Behavioral Therapy program (CBT) in AUBMC** (2013)
- **Computer skills** (Taleo, Microsoft Word, Excel, PowerPoint, Google Drive, and Access)
- **Languages:** Arabic and English (fluent)

*References are available upon request*