



# Lena Halabi

## Human Resource / Sales Professional

Customer oriented, diplomatic, personable, and adept at managing sensitive situations. Highly organized, self-motivated, and proficient with computers.



halabi.lena@gmail.com



(961)(70-941714)



Dohat Aramoun - Calypso Street  
- Zuhur Building - 5th Floor,  
Alley, Lebanon



linkedin.com/in/lena-halabi-  
225a9a8b

## SKILLS

Active Listening

Customer Service

Communication Skills

Planning & Organizing

Stress Management

Team Work

## LANGUAGES

Arabic

*Native or Bilingual Proficiency*

English

*Full Professional Proficiency*

French

*Professional Working Proficiency*

## INTERESTS

Creating Films

Presenting on TV

Stop-Motion and  
Photography

## WORK EXPERIENCE

### Human Resources Personnel Assistant

#### American University of Beirut Medical Center - AUBMC

06/2019 – Present

##### Achievements/Tasks

- Maintain and update employee records to document personnel actions and changes in employee status. Process payroll on monthly basis. Enter all personnel transactions on the HRMS System. Log all sick leaves in the system. Type official and internal warnings and forward for verification. Ensure adherence to Personnel policies and procedures by checking personnel actions.

### Human Resources Office Assistant

#### American University of Beirut Medical Center - AUBMC

01/2018 – 06/2019

##### Achievements/Tasks

- Answer telephones, route callers and take messages. Provide routine information to callers and answer their queries. Receive employees/visitors and answer their queries. Make phone calls to outside AUBMC as requested by HR Staff. Direct visitors to various locations in the hospital when needed. Keep a current record of staff members' whereabouts and availability. Administer the Win-time application in the absence of the Administrative Assistant. Coordinate with Plant Engineering maintenance requested by the department.

### Academic Assistant

#### Lebanese American University Medical Center - LAU

01/2017 – 08/2017

##### Achievements/Tasks

- Assisted the lead executive assistant of the school of medicine and the faculty by answering questions and providing information, locating desired information and materials, typing, collating, or otherwise assisting in test preparation, preparing and/or proofreading manuscripts, correspondence, and other material, obtaining desk copies of textbooks, making travel arrangements, and preparing expense reports. Purchasing equipment and supplies, maintaining an inventory of office supplies, and utilizing the appropriate process to pay for goods or services purchased by the department.

### Senior Sales Representative

#### Eden Park - ABC

08/2014 – 01/2017

##### Achievements/Tasks

- Greeting customers, suggesting items, demonstrating product features, collecting and processing payment, maintaining the clientele informed on new products, and maintaining sales records.

## EDUCATION

### License Degree (Cinema & Television)

#### Lebanese University

10/2010 – 07/2013

## ACHIEVEMENTS

### Intern (MBC Group) (03/2014 – 03/2014)

Helping in several Tv shows such as "Tasali" & "Al A'ela Al Aqwa" / Script Writing & Research