

Rama Mehanna

Beirut, Lebanon | +961 76 637 109 | ramamhanna3@hotmail.com | [LinkedIn](#)

Education

Haigazian University, Beirut, Lebanon - Bachelor of Business Administration (BBA) Emphasis in Human Resource Management 87.09/100 Placed on Dean's List	Expected Graduation: June 2022
Khaled International School, Riyadh, KSA - American High School Diploma/International Program	June 2017

Work Experience

HR Intern, Movenpick Hotels & Resorts, Lebanon <ul style="list-style-type: none">Monitored & Audited AttendanceCreated Contracts for Seasonal EmployeesLearned on an HR SystemObserved & Translated an Interview between the Operational Manager and an EmployeeAttended an Induction Training	June 2021
Library assistant, HU, Beirut, Lebanon - Arranged and located books, supervised students	September 2018 – February 2020
Tutor, Beirut, Lebanon - Taught Business, Calculus, English, Physics, Chemistry, and Biology to high school students	June 2017 – December 2019

Certificates

LAU Case Competition Webinar Series Certificate Available upon Request	March 2021 - May 2021
Microsoft Certified: Power Platform Fundamentals Certificate Available upon Request	April 2021
Inclusive Leadership- The Power of Workplace Diversity https://coursera.org/Course/Certificate	April 2021
Managing Talent Certificate https://www.coursera.org/Course/Certificate	December 2020
Preparing to Manage Human Resources https://www.coursera.org/Course/Certificate	December 2020
Fundamentals of Digital Marketing https://Google.com/Maharat/Certificate	December 2020
Building a Hiring Plan by Analyzing Past Data in Sheets Project https://coursera.org/Project/Certificate	November 2020
Business Writing Certificate with Honors https://www.coursera.org/Course/Certificate	November 2020

Projects and Volunteer Work

NewGen PeaceBuilders, United Nations, Lebanon Working on a peace project to help working mothers in Lebanon	June 2021 – Present
Project in Business Management Course, HU, Beirut, Lebanon - Created "Drink & Plant," an organic juice shop where juice is served in biodegradable, seed infused cups.	January 2019
Deserts Stream and Women’s Movement clubs, HU, Beirut, Lebanon - Volunteered in a renovation program and a breast cancer awareness.	September 2018, September 2019
Nehna Rashaya Organization, Rashaya, Lebanon - Volunteered in a charity organization to support and help the lonely elderly in my village in maintaining a friendly and healthy environment.	July 2014 - July 2015

Skills

Languages: Arabic (fluent), English (fluent), French (basic), Italian (basic)
IT Skills: Microsoft Excel, Microsoft Access, Microsoft Power Platform Fundamentals, Database, Python, HTML
Soft Skills: Team leadership, effective communication and presentation skills, Business Writing
Interests: Human Resources, Psychology, and Management.

References are available upon request.