

GHEEDA ABOU CHAKRA

HUMAN RESOURCE GRADUATE

REACH ME AT

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Address: Bakaata, Chouf, Lebanon

PERSONAL PROFILE

Highly motivated results-driven and quick to learn HR graduate. Eager to take the first few steps into the professional world and seeking a job opportunity in an HR department.

SKILLS

- Communication Skills (Written and Verbal)
- Program Coordination and Management
- Candidate Selection and Interview Preparation
- Data Gathering and Organization
- Google and Microsoft (Powerpoint, Word, Sheets, Docs and Google Calendar)
- English Proficiency

CERTIFICATIONS

Human Resource Management and Leadership Specialization Course

ACTIVITIES & VOLUNTEERING

Logi - Youth-Led Policy Engagement & Accountability
2020

NDU - Aie Club Secretary, Shouf Campus
2020

A club that seeks to empower youth through community service, development and awareness.

Tasks:

- Organized and planned events
- Handled clubs' online communication
- Prepared evaluation and training forms
- Reminded club members of the tasks needed to be completed

ACADEMIC BACKGROUND

NOTRE DAME UNIVERISTY LOUAIZE

BA Human Resource Management | Lebanon |

September 2018 - May 2021

GPA: 3.44

Significant courses: Recruitment and Selection, Recruitment and Staffing, Training and Development, Compensation, Global Human Resource Management, Organizational Behaviour

GEORGE S HENRY ACADEMY

High School Diploma | Canada | September 2016 - June 2018

WORK BACKGROUND

HUMAN RESOURCE INTERN

Park Innovation | Lebanon | November 2020 - May 2021

- Monitored students' attendance for coding bootcamps
- Prepared interview questions and selected candidates for coding bootcamps
- Managed and coordinated with students
- Drafted Emails
- Moderated final Pitch Day event

HUMAN RESOURCE INTERN

Ain Wazein Medical Village | Lebanon | August 2019 - August 2019

- Conducted a compensation report for employees who took on additional duties
- Contacted candidates to inform them about their examination date
- Reported and documented employees' attendance

REFERENCES

Available upon request