

Rena Hariri

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SUMMARY

Ambitious and motivated Human Resources graduate with a "can-do" attitude, currently working towards a CHRP certification and seeking an entry-level HR role.

PROFESSIONAL EXPERIENCE

February 2022 – Present

Human Resources Intern – Chedid Capital Holding, Beirut

- Handled research to introduce learning platforms across the company
- Assisted in the performance management process
- Designed PowerPoint presentations for training sessions
- Assisted in updating and redesigning the employee handbook
- Liaised with senior management to visualize data

July 2021 – October 2021

Junior HR Officer Intern – Sandwich W Noss Restaurants, Beirut

- Maintained and updated employee records
- Coordinated with HR manager for payroll data
- Conducted phone interviews
- Screened applicants
- Scheduled interviews and sent feedback to interviewees

June 2021 – August 2021

HR Coordinator Intern – We Grow Minds, Beirut

- Maintained and updated employee records
- Assisted with performance reviews
- Scheduled meetings and distributed minutes of meetings
- Assigned tasks to team members

EDUCATION

September 2018 – January 2022

BBA in Human Resources Management, Cumulative average: 84.76 – Haigazian University, Beirut

WORKSHOPS AND COMPETITIONS

March – May 2021

LAU Case Competition Webinar Series – Problem-solving Frameworks, Introduction to Data Science, Project Management, Basics of Corporate Financial Analysis, Fundamentals of Pitching

November 2020

Maharat Min Google – Fundamentals of Digital Marketing

EXTRA CURRICULAR ACTIVITIES

2018 – 2021

Haigazian University Student Club Member – Women's Movement Club, Awareness Club, Desert Streams Club

SKILLS

Microsoft Office Programs – Outlook, Word, Excel, PowerPoint, Project, SharePoint, Teams

Knowledge – US Labor Law | Lebanese Labor Law | UAE Labor Law

Time Management | Cultural Awareness | Communication | Attention to Detail

Interests – Social Media | Design | Law

LANGUAGES

Arabic – First Language (Fluent in Speaking and Writing)

English – Second Language (Fluent in Speaking and Writing)

Korean – Beginner Level (in progress)