





Reef Bou Houssein

Human Resources Management

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Smooth and efficient administrative assistant with experience enhancing executive productivity and improving business operations. Exceed expectations for maximizing group performance and overseeing efficient calendars. Operate well with minimal supervision to meet demanding objectives.

Skills

- Communication and interpersonal skills
- Organizational skills
- Decision-making skills
- Problem solving skills
- Digital literacy
- Analytical skills
- Adaptability skills
- Team management
- Time management
- Change management

Experience

2020 – CURRENT

Clinical assistant / AUBMC, Beirut

- Delivered top-notch administrative support to office staff, promoting excellence in office operations.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Created and updated physical records and digital files to maintain current, accurate and compliant documentation.
- Updated executives on changing business needs by thoroughly documenting internal and client meetings.
- Worked closely with coworkers to strategically plan for company growth.
- Attended to office operations and required paperwork.
- Reported in a documented and professional manner to superiors.

2018 – 2020

Patient flow assistant / AUBMC, Beirut

- Carried out day-day duties accurately and efficiently.
- Resolved problems, improved operations and provided exceptional service.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
- Worked closely with physicians to maintain optimum levels of communication to effectively and efficiently complete projects.

Education

2017-2021

BS in HRM / American University of Science and Technology,
Achrafieh

GPA: 3.7 – distinction

- Recruitment and selection
- Planning and evaluation
- Reward and compensation
- Training and development
- People management
- Performance management
- Payroll management
- Labor law
- Safety and health
- HRIS