

Jana Tarabay

Human Resources Generalist- SHRM-CP- MHRM



+961 70 866516



tarabayjana@gmail.com

Professional Summary

Experienced HR Generalist with over 7 years of successful experience in Human Resources Management. Recognized consistently for performance excellence and contributions to success in many industries including retail and healthcare. Strengths in multiple HR functions backed by a strong educational background.

EDUCATION	JOB EXPERIENCE
<ul style="list-style-type: none">• Master's Degree in Human Resources Management, 2020, American University of Beirut• Society of Human Resources Management Certified Professional (SHRM-CP)• Bachelor's Degree in Business Administration with Human Resources Concentration, 2014, Notre Dame University• Lebanese Baccalaureate, 2010, Les Soeurs Des Saint-Coeurs Byblos	<p>HR Generalist, August 2020 - Present American University of Beirut Medical Center.</p> <ul style="list-style-type: none">• Compile new job descriptions in line with the Department Head and ensure job descriptions are always up to date.• Handle the recruitment and selection process of clinical and non-clinical positions at the Medical Center.• Ensure that all elements of the onboarding process are met.• Analyse the onboarding surveys filled by the employees and conduct meetings as necessary.• Maintain updated performance plans for all employees.• Activate Performance Appraisals and handle the follow up and analysis.• Prepare development plans for all employees and ensure follow-up.• Design training courses and conduct assessments of training needs.• Prepare, coordinate, and deliver courses using a defined schedule, adhering to the training calendar and in line with the institution's guidelines.• Update the HR Systems based on the payroll transactions monthly.• Handle other projects as assigned by the HR Director

Languages	JOB EXPERIENCE
<p>Arabic: Native Language</p> <p>English: Written and spoken Fluently</p> <p>French: Written and spoken fluently</p>	<p>HR Project Strategic Partner, January 2021- Present American University of Beirut Medical Center.</p> <p>Assigned to a long-term project to re-structure HR functions including the below:</p> <ul style="list-style-type: none"> • Employees Attendance • Job titles cleansing • Job descriptions re-engineering • Job evaluations and job mapping • New salary scale <p>Recruitment Officer, February 2016- July 2020 American University of Beirut Medical Center.</p> <ul style="list-style-type: none"> • Handle the recruitment and selection process of clinical and non-clinical positions at the Medical Center. • Maintain a pool for Candidates of Potential. • Assist in developing and maintaining the candidate experience platform. • Conduct exit interviews and report and analyse trends. • Keep up to date with employment agencies, universities, and other recruitment sources. • Participate in Job Fairs, Open House, and Employer Branding. <p>Recruitment Coordinator-Private Sector, October 2015- January 2016 LABORA, NGO.</p> <ul style="list-style-type: none"> • Establish relations and act as liaison among all LABORA's stakeholders. • Keep in search and create contacts with potential employers and applicants as per LABORA strategy, policies, and procedures. • Interview applicants and shortlist appropriate candidates according to specific vacancies. • Contact Beneficiaries for follow up, updating and any other necessary actions (arrange interviews, schedule trainings, etc). • Evaluate candidates for different vacancies and recommend necessary trainings, capacity building, and provide an immediate Career Orientation. • Perform background reference investigation when needed. • Develop recruitment flow process and improve/review the all related policies and procedures and forms when need arise. • Follow up on the implementation of recruitment procedures with all LABORA branches.

Contact Details



+961 70 866516



tarabayjana@gmail.com

JOB EXPERIENCE

Human Resources Assistant, October 2014- October 2015 ABC sal.

- Coordinate arrangements for interviews and selection committee with department heads and committee members.
- Schedule appointments for applicant interviews.
- Process and review employment applications to verify information used to screen and evaluate qualifications or eligibility of applicants.
- Prepare job postings.
- Receive and track employment applications.
- Conduct database searches for potential applicants.
- Explain the Job Offer to new hires.
- Conduct verification of credentials for applicants
- Organize and maintain files of all recruitment activities.
- Coordinate and participate in job fairs, along with Recruitment Manager; ensure all payments are completed and all materials needed are available.
- Answer inquiries which involve interpretation of policies.