

# Aya Abou Karroum

[Ayaaboukarroum@gmail.com](mailto:Ayaaboukarroum@gmail.com) | 096171618630 | [www.linkedin.com/in/ayaaboukarroum](https://www.linkedin.com/in/ayaaboukarroum)

## EDUCATION

|   |                           |
|---|---------------------------|
| <b>American University of Beirut (AUB), Lebanon</b><br><b>Bachelor's in Business Administration: Human Resource Management- Minor in Psychology</b> | September 2015 - May 2019 |
| <b>Lycee National School (LNS), Beirut, Lebanon</b><br><b>Lebanese Baccalaureate Economics &amp; Sociology section</b>                              | September 2000 - May 2015 |

## EXPERIENCE

|  |                             |
|--|-----------------------------|
| <b>Lycee National Schools, Lebanon</b><br><b>Human Resources Generalist</b>  | March 2020 - Present        |
| <ul style="list-style-type: none"><li>Screened candidates' resumes by choosing the best fit for the institution</li><li>Communicated with subject coordinators to ensure the recruitment process runs smoothly</li><li>Managed employees' files and database (more than 400 new applicants yearly)</li></ul> |                             |
| <b>Director of Extracurricular Activities</b>  | January 2019- February 2020 |
| <ul style="list-style-type: none"><li>Organized events and activities that strengthen students' critical thinking and communication skills</li><li>Supported in organizing one of the biggest STEAM fairs in Lebanon</li><li>Started and ran an Instagram account that grew over 2000 followers</li></ul>    |                             |
| <b>Vice President Assistant</b>  | June 2016- July 2016        |
| <ul style="list-style-type: none"><li>Welcomed and called students' parents for meetings</li><li>Organized students' files, including grades and tuition fees</li></ul>  |                             |
| <b>Phoenicia Hotel, Lebanon</b><br><b>Human Resources Intern</b>   | July 2018- September 2018   |
| <ul style="list-style-type: none"><li>Managed employee databases and files</li><li>Participated in organizing employees' training and events</li><li>Scheduled interviews with candidates</li></ul>  |                             |
| <b>ClearTrim, Lebanon</b><br><b>Administration and Logistics Officer</b>   | July 2017- September 2017   |
| <ul style="list-style-type: none"><li>Dealt with several customer needs</li><li>Distributed and organized clothes and materials</li><li>Prepared delivery sheets and packing lists for customers</li></ul>   |                             |

## VOLUNTEERING ACTIVITIES

|   |               |
|---|---------------|
| <b>Dafa NGO, Lebanon</b>  | August 2020   |
| <ul style="list-style-type: none"><li>Packed food and groceries for families that were affected by the August 4th blast</li></ul>                               |               |
| <b>St Jude's Children's Cancer Center (CCCL), Lebanon</b>   | November 2016 |
| <ul style="list-style-type: none"><li>Entertained the children in the center to help them feel safe and strong before entering their therapy sessions</li></ul> |               |
| <b>Moasasat Al Reaya El Ejtemaeya and Dar El Aytam El Eslameya, Lebanon</b>   | May 2015      |
| <ul style="list-style-type: none"><li>Supported the collection of donations (toys and food)</li></ul>   |               |

## WORKSHOPS AND CERTIFICATIONS

|  |               |
|--|---------------|
| <b>Neuro-linguistic Programming Course, Lebanon</b>  | July 2018     |
| <ul style="list-style-type: none"><li>A 16-hour course that focused on exploring motivation, self-awareness, communication, and psychology.</li></ul>                                    |               |
| <b>AUB Fullbridge U Program Certification, Lebanon</b>   | November 2017 |
| <ul style="list-style-type: none"><li>A 2-month career preparedness course focused on effective communication, teamwork, design thinking, and critical work management skills.</li></ul> |               |

## SUMMARY SKILLS

**Languages:** Fluent in Arabic and English  
**Computer skills:** Microsoft excel, Microsoft word, Microsoft access  
**Soft skills:** Time management, Attention to detail, Problem solving  
**Interests:** Yoga, Hiking, Photography, Drawing