

# Nataly Farroukh

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## PROFESSIONAL SUMMARY

Current graduate student seeking an opportunity to further explore the Human Resource field. Occupy a great interest specifically in Organizational Behavior, striving to have an in-depth knowledge about individual behavior in organizations, the role of organizational culture in achieving goals set, and imminent trends in this field. Dynamic and results-oriented team member, capable of handling multiple tasks at once and working in a collaborative, nurturing environment.

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## EDUCATION

LAU, Beirut, Lebanon	Sept. 2020 – June 2022
<b>Master degree in Human Resource Management</b>	
CGPA: 3.98/4	

LAU, Beirut, Lebanon	Aug. 2017 – June 2020
<b>Bachelor degree in Business Management, Minor in Psychology</b>	
CGPA: 3.97/4	

Saint Mary's Orthodox College (SMOC), Beirut, Lebanon	July 2017
<b>Baccalaureate in Sociology and Economics</b>	

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## EXPERIENCE

LAU, Beirut, Lebanon	Jan 2019 – May 2020
<b>Student employment – Dean of student's office</b>	
<ul style="list-style-type: none"><li>• Provide advising and administrative support</li><li>• Assist in events (e.g. including seminars, career fairs, filing, orientation activities)</li></ul>	

LAU, Beirut, Lebanon	Sept. 2017 – Dec 2018
<b>Student employment – Riyadh Nassar Library</b>	
<ul style="list-style-type: none"><li>• Organize data on the library's online system</li><li>• Perform related library services</li></ul>	

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## EXTRACURRICULAR ACTIVITIES

MMKN, Beirut, Lebanon	Feb 2020 – May 2020
<b>Volunteer</b>	
<ul style="list-style-type: none"><li>• Volunteering teacher in the Public School Support Program (PSSP), and provide academic support and capacity building to empower public school students.</li></ul>	

FoodBlessed, Beirut, Lebanon	April 2019 – May 2019
<b>Volunteer</b>	
<ul style="list-style-type: none"><li>• Raise funds to support the NGO's work, and provide free meals and fun activities for underprivileged kids and youth</li></ul>	

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## WORKSHOPS AND CERTIFICATIONS

<b>Workshops:</b> Beirut, Lebanon	
Research Strategies	March 2021
How & Why to Spot Fake Information	March 2021
EndNote Database Manager	March 2021
Education and Psychology Databases	February 2021
RefWorks Database	February 2021
Career Exploration	Sept. 2019
Time management and Study Skills	March 2019

### Certifications/Affiliations:

Member of the Beta Gamma Sigma honor society	Jan 2019- Present
Graduate Program Scholarship - LAU	Sept. 2020 – June 2022
Step-by-step Guide on How to Prepare a Successful Paper – LALC	February 2021
Institutional Review Board (IRB) Exempt Research – CITI Training	November 2020
Social and Behavioral Responsible Conduct of Research (RCR) – CITI Training	November 2020
Honors scholarship - LAU	Sept 2018 – May 2020
Maharat Min Google Fundamentals of Digital marketing	Sept. 2019
Human Resources Forum	April 2019
Certificate of Participation in GC LAU MUN	March 2016

## SUMMARY SKILLS

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**Languages:** Fluent in English and Arabic; fair in French (completed Delf A1, A2, B1)

**Computer skills:** Office suite (Word, Excel, PowerPoint)

**Soft skills:** Negotiation, Communication, and Leadership skills, Time Management, Active Listening, Organization skills

**Interests:** Organizational Behavior, Psychology, and Research