Dina Beainy

Mazraat Al Shouf, Mount Lebanon
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Training and career development Officer since 2021. Motivated, enthusiastic, organized and dedicated person with a professional attitude. My goal is to secure a responsible career opportunity to utilize my skills and expertise while making a significant contribution to the success of your company.

Educational Background

2016 -- 2019   Notre Dame University (NDU) - Deir El Qamar, Al Shouf
Bachelor's degree in Human Resources Management

2015 -- 2016   Shouf National College school (SNC) , Baakline, Al Shouf,
French Baccalaureate II, Life Science

Certificates
.Advanced Payroll Taxation, Business and Finance Club, 2022
.Building Your Leadership Skills, HEC PARIS, 2020
.Women in Leadership, CASE Western Reserve University, 2020
.Influencing People, University Of Michigan, 2020
.Preparing to Manage Human Resources, University Of Minnesota, 2021

Work Experience
March 2021 – Till present
HR – Training and Career Development Officer at Ain Wazein Medical Village
.Assists in launching the annual appraisal (for 600 employee)
. Prepares the Annual Training Plan
. Responsible for the execution of all training activities
. Coordinates with training institutions
. Receives external trainees (academic or personal)
. Affiliates with universities for specific training programs
. Follows up on employees' career path
. Emphasizes on continuous learning & education
. Follows up on general orientation sessions for new staff

September 2020 – March 2021
Freelance Web Editor
.Create, produce and manage content
.Edit proofread and suggest improvements to written content
.Overseeing layout (images, graphics and videos)
.Translate the content from Arabic to English and French and vice versa

Specialized skills & Languages
Fluent in English, Arabic & French – Medium in Spanish
Communication, teamwork, negotiation, coaching, social media and excel skills

References
Available upon request