

# IRÈNE HALABI

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**OBJECTIVE:** Applying for a Human Resources vacancy.

## EDUCATION:

**Lebanese American University, Beirut, Lebanon**

Sept 2022 – Expected Aug 2023

Masters of Science in Business Studies – Human resources

## RELATED COURSES:

*Performance Management    Compensation & Benefits    Return on Investment in Human Capital*

**Balamand University, Koura, Lebanon**

Sep 2018 – Aug 2021

Bachelor's degree in Business administration – *concentration management*

Dean's honors list    GPA 3/4.0

## WORK EXPERIENCE:

**Human Resources Assistant - Ishtari, Tripoli, Lebanon**

Feb 2022 – Present

- Manage daily operations of the HR functions and duties (attendance, supervision, keep track of employee portfolio).
- Providing administrative support to employees and managers.
- Updating the code of conducts, contracts, internal rules and procedures.

**Marketing Coordinator – Paradox World Drop, Beirut, Lebanon**

Nov 2021 – Present

- Designed and implemented marketing campaigns.
- Planned promotional events, kept track of sales, researched current market trends

**Accountant intern – United auditing, Tripoli, Lebanon**

Oct 2021 – Jul 2021

- Prepared financial reports, data entry, and recording and maintaining financial records

**Learning coordinator intern - TEC, Tripoli, Lebanon**

Sep 2021 – Aug 2021

- Coordinated of learning development activities and projects directed by the learning managers

## EXTRA CURRICULAR ACTIVITIES:

Leader - MJO

Sept 2012– Present

Member - TIPS (marketing volunteer)

Jan 2022 – March 2022

Ushering – TEC event

Sept 2021

## CONFERENCES, WORKSHOPS, AND SEMINARS

- Conflict resolution Workshop, Espoire – Dec 2022
- Psychological First Aid, Johns Hopkins University, Coursera – July 2020
- The science of success, University of Michigan, Coursera – July 2020
- Model European Union, LAU, Jbeil – November 2016

## KEY SKILLS & COMPETENCIES:

Business: Work under pressure, communication, time management, team-work, highly motivated

Computer: Microsoft Office (Word, Excel, Power Point & Outlook), Slack and SPSS

Languages: English, Arabic (fluent) and French (fluent)