

Lynn Dia

+961 70 736 029

lynn.dia@outlook.com

Beirut, Lebanon

EDUCATION

Lebanese American University, Beirut, Lebanon

Master of Science in Human Resources Management GPA: 3.72/4.0

Expected Graduation 2022

Bachelor of Science in Business with an emphasis in Management

2017-2020

WORK EXPERIENCE

Terre Des Hommes Lausanne, Beirut

Aug 2021 – Oct 2021

HR Intern

- Assisted in recruitment and selection of candidates.
- Assisted in organizing training programs and workshops. (ex. Resume building workshop)
- Handled general clerical duties including photocopying and mailing.
- Coordinated and scheduled meetings, interviews, and tests.
- Supported HR manager with new employee orientation.

ARCPA Al Jana (NGO), Beirut

March - May 2021

Volunteer

- Supported the process of planning, development, and implementation of projects for the youth.
- Interviewed more than 100 volunteers for covid-19 UNICEF Vaccination Campaign.
- Assisted department in carrying out various HR tasks: Posting job ads, assisting with recruitment process.
- Resolved administrative problems and inquiries.
- Prepared documents, reports, memos, and emails.
- Translated documents such as proposals and job ads (English-Arabic) when needed.

Terranet S.A.L, Beirut

June 2016 – February 2021

Sales Representative

- Maintained positive business relationships with clients to ensure future sale.
- Processed cash and check payments and invoices.
- Maintained supplies inventory by checking stock to determine inventory level.
- Assisted in filing invoices and documents in hard copies and electronic copies.

SKILLS

Computer skills: Proficient in Microsoft Word, Excel (Megastat), PowerPoint, and Project.

Languages: Fluent in Arabic, English, and French.

Soft Skills: Team player, detail oriented, strong interpersonal skills, project management.

EXTRACURRICULAR ACTIVITIES

Lebanese American University, Captain of the LAU Futsal Team, 2017-2022

French Club Beirut, Tennis Coach 2021