

Rachelle El Hayek

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Objective

Human Resource Management student now seeking dynamic and challenging position in a growing organization with possibility for advancement.

Education

Lebanese American University, Beirut, Lebanon

Sep 2021- Expected May 2023

Master's in Science (MS) in Human Resources Management

Graduate Assistantship Scholarship

American University of Science and Technology, Achrafieh, Lebanon

Oct 2014- June 2018

Bachelor's in Science (BS) in Forensic Science

CGPA 3.51/4

(Transferred from L'Université Saint-Esprit de Kaslik (USEK))

Experience

Patient Service Coordinator - Oasis de Vie, Achrafieh, Lebanon

Jan 2021 – Apr 2021

- Handled day to day administrative task
- Organized patient's file and kept them updated
- Organized patients' files in Archive
- Generated a system for better ordering supplies from the stock

Seasonal Waitress- Hemingway's, Movenpick, Raoucheh, Lebanon

June 2012 - Aug 2012

- Responded to customers in a timely efficient way
- Handled all orders excellently

Volunteering

Operator at Embrace Lifeline: National Emotional support and Suicide prevention Hotline

Mar 2020 – Sep 2021

Trainings

Active Listening and Suicide Prevention training by Embrace Lifeline

Feb 2020

Protection Against Sexual Exploitation and Abuse (PSEA) training by UN Women

Jul 2020

Gender Based Violence (GBV) training by International Rescue Committee (IRC)

Aug 2020

Emergency Response Workshop with psychologists who helped support the Grenfell Tower fire survivors in London

Aug 2020

Key Skills and Competencies

Personal: Teamwork, Communication, Work under pressure, Dedication, Problem Solving

Computer: Microsoft (Word, PowerPoint, Excel, Outlook), HIS, IBM SPSS Statistics

Languages: Arabic, English, French, written and spoken

Hobbies and Interests

Reading, Going to the gym, Cooking