

# MARIA SAFI

TALENT MANAGEMENT



## Profile

Seeking a position in a well-known organization where I can apply and maximize my acquired knowledge and on which I can reveal my creativity that enables me to use my qualifications to the best, and where opportunities for career growth are always available.




## Experience

- EVENT MANAGEMENT**  
Cloud Nine, beirut | 2017 - 2019  
Assistant manager, Public Relations, Lead host
- STORE MANAGER**  
Elio Jewelry, Beirut | 2017 - 2018  
In charge of store operations, storage, customers and sales
- STORE MANAGER**  
Oddfish, Beirut | 2018 - 2020  
In charge of store operations, storage, customers and sales
- FREELANCE SEO BACKLINKER**  
2Pure Branding Agency, Jounieh | 2021 - Present
- PROCUREMENT & HR INTERNSHIP**  
DOT, Jal El Dib | 2021  
Interned in the Procurement and Hr department at Digital Opportunity Trust Lebanon - NGO
- CAREER PATH PROGRAM**  
NAWAYA, Beirut | 2021  
Participated in a Career Path Program implemented by The Nawaya Network, an NGO based in Lebanon.
  - Career training sessions
  - Career coaching sessions

## Personal information

**Name**  
Maria Safi  
**Birthdate**  
August 31 1999  
**Gender**  
Female  
**Residence**  
Metn  
**Nationality**  
Lebanon

## Achievements

-  **HR for Non-HR People**  
AIAE Certification
-  **How To Start Your Own Business**  
Amideast Certification
-  **Cognitive Behavioral Therapy**  
AIBC Certifications in Level 1 - 4




## Skills

### Languages

English  
Arabic  
French



## Contact

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 01896141  
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## ● TALENT MANAGEMENT ASSISTANT

Bridge.Outsource.Transform, Jal el Dib | 2022 - Present

- Supporting in the Workforce unit the potential of the recruited freelancers
- Insure their data is updated and readiness for each job awarded.
- Maintain a regular contact with freelancers pool consisting of 3000+ individuals.
- Headhunting potential candidates through multiple partners.
- Screening, filtering, and onboarding new freelancers .
- Conducting interviews
- Field visits at pilot phases to asses freelancers' performance.
- Coordinating between the need from the operations department and the supply from talent .

### Additional activities

- ⚡ Private chef
- ⚡ Event etiquette
- ⚡ Public Relations
- ⚡ Fitness & Health
- ⚡ Volunteer work
- ⚡ Community Management

### Education

## ● SAGESSE HIGH SCHOOL

School, Ain Saade | 2003 - 2017

Lebanese Baccalaureate in Socio-economics with distinction in Economics

## ● LEBANESE AMERICAN UNIVERSITY

University, Jbeil | 2017 - 2021

International Business and Management Bachelors Degree

## Trainings

### Potential

- Ability to analyze and develop appropriate responses to customer, media enquiries and employees.

- Ability to write and develop messages and present diverse ideas in a precise and logical manner.

- Negotiations Skills (Being persuasive, listening, caring, tact, diplomacy and patience).

- Able and willing to learn new ideas, principles and experiences to meet and exceed Guest expectations.

- Welcomes Variety of challenges on the job.



- Quick adaptation to team work and actively pursuing the goals of the team regardless of its impact on personal interests.

- Innovative problem-solver who can generate workable solutions and resolve complaints.

- Ability to increase employee engagement

- Relationship management

- Exceptional motivational skills

- Assessment and Analytical skills

## Trainings

### PC KNOWLEDGE

- Microsoft Window.

- Microsoft Package (Word, Excel, Access, etc...).

- Internet Browsing.

- Microsoft Office Outlook.

- Power Point.

