



Faten Al-Halwani

📍 Home : Beirut, Lebanon

✉ Email: Faten.halwani@live.com 📞 Phone: (+961) 71133898

📅 Date of birth: 20 Oct 1998 🇱🇧 Nationality: Lebanese

WORK EXPERIENCE

[Jan 2023 – Mar 2023]

Human Resources Intern

KHOUBOURAT HR Program

- Effective communication skills through interactions with employees, managers, and candidates.
- Understanding of HR processes and procedures, including recruitment, onboarding, and employee benefits administration.
- Developing strong organizational and multitasking abilities while managing various HR-related tasks and deadlines.
- Gaining insights into the importance of maintaining confidentiality and handling sensitive employee information.
- Learning to navigate and utilize HR software and systems for data management and reporting purposes.
- Developing problem-solving skills by assisting with employee relations issues and resolving conflicts within the workplace.

[Feb 2021 – Jul 2022]

Digital Marketing Coordinator

The Smallville Hotel

- Creating and managing digital marketing campaigns across different platforms
- Developing and implementing strategies to increase brand visibility.
- Managing social media accounts, including content creation, scheduling, and community engagement.
- Monitoring and analyzing website analytics to measure the effectiveness of marketing campaigns.
- Collaborating with the creative team to develop engaging content, such as blog posts, videos, and infographics.
- Staying up to date with digital marketing trends and industry best practices.

EDUCATION AND TRAINING

[2016 – 2020]

Business Administration and Management

Lebanese International University

[Nov 2022]

Human Resources Management/Personnel Administration

CIS COLLEGE

LANGUAGE SKILLS

Mother tongue(s): Arabic

Other language(s): English , Spanish

DIGITAL SKILLS

Meta Ads Manager | Content Creation | Digital Advertising | Data Analysis and Reporting | Social Media Management | Microsoft Office | Google Analytics

CERTIFICATES

[Apr 2023]

Fundamentals of Digital Marketing - Google

[Feb 2023]

Advanced Google Analytics