

Summer Adlouni

Nationality: American and Lebanese

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Summary

An ambitious and dynamic professional with a bachelor's degree in Human Resources Management, recognized with high distinction and the President's Award. Experienced working in the software development industry, including exposure to Big Four firms. Core strengths lie in team building, robust candidate pipelines, strategic employer branding, future resource planning, comprehensive recruitment, employee relations, and effective people management across all levels.

Education

Bachelor of Science in Human Resources Management – 10/2017 to 02/2022

American University of Science and Technology (AUST) – Beirut, Lebanon

- GPA: 3.82/4 – Dean's High Distinction List and President Award

Experience

Human Resources Generalist – 02/2023 to Present

TechGenies – Beirut, Lebanon

- Orchestrating comprehensive compensation and benefit frameworks that resonate with top-tier talent and enhance employee satisfaction.
- Leading end-to-end recruitment processes that transform talent acquisition into an empowering and memorable journey for candidates.
- Developing captivating job descriptions, interview questions, and performance-focused assessments tailored to distinct role prerequisites.
- Pioneering inventive sourcing strategies that build talent pipelines from diverse sources.
- Formulating MOUs with recruitment agencies, universities, and key stakeholders to fortify talent sourcing prowess.
- Overseeing seamless onboarding and curating enriching training initiatives that align with professional trajectories.
- Providing hands-on guidance to employees on diverse HR topics, from leaves and insurance to compensation, adeptly resolving issues.
- Assisting in the development and execution of agile HR policies that foster a collaborative work environment.
- Strategically engaging in performance management and succession planning, ensuring a resilient talent pipeline.
- Spearheading data collection and analysis of pivotal HR metrics, empowering informed decisions and market-aligned practices.
- Curating and managing an organized candidate database, fostering engaging relationships through dynamic newsletters.
- Collaborating with the media team to fuel captivating content creation, amplifying job posts and media channels.
- Coordinating employee performance evaluations alongside line managers, nurturing growth and potential.
- Cultivating an employer of choice identity, magnetizing top talent with a compelling company narrative.
- Actively participating in research, business development, and client onboarding to bolster leads.
- Ensuring strict adherence to labor regulations, fostering a compliant and ethical workplace.
- Mastering attendance and absence records, meticulously overseeing hours and transportation reimbursement.

Talent Acquisition Analyst – 11/2022 to 02/2023

KPMG – Saudi Levant Cluster, Beirut Office

- Efficiently gathered departmental hiring needs, offered expert consultation, and ensured seamless execution.
- Managed complete recruitment cycles, from posting to offering, including sourcing, shortlisting, and thorough interviews.
- Ensured proper participation in the employee referral program taking into consideration complying with the firm policy.
- Established robust talent pipelines, enriching the function's talent database for future needs.
- Forged valuable connections with recruitment agencies to access top-tier talent through strategic headhunting.
- Delivered in-depth insights on talent trends, market movement, and emerging skills, enhancing decision-making.
- Led seamless onboarding and mobilization processes, ensuring swift integration of new hires.
- Ensured meticulous adherence to legal requirements, while collaborating with hiring managers to meet diversity and inclusion targets.

Talent Acquisition Specialist – 09/2021 to 11/2022

TechGenies – Beirut, Lebanon

- Achieved an impressive 50% team expansion in six months, demonstrating impactful leadership skills.
- Recognized as "Employee of the Month" across 10 global offices in just four months, highlighting a strong commitment to excellence.
- Initiated impactful corporate well-being benefits and drove employer branding efforts, solidifying the organization's reputation as a top employer.
- Played a pivotal role in shaping a diverse and highly qualified team, crafting a comprehensive hiring and talent retention strategy.
- Skillfully managed a dynamic talent pool and executed engaging events, fortifying a robust candidate pipeline.
- Provided stakeholders with weekly recruitment reports, offering transparent insights into progress and strategies.
- Created tailored job descriptions, interview questions, and assessment tests to match position requirements.
- Collaborated with design and marketing teams for compelling outreach campaigns, strategically sourced candidates, and executed meticulous screening procedures.

Human Resources Assistant – 03/2021 to 12/2021

HIRED! – Beirut, Lebanon

- Delivered expert HR services including CV, resume, and cover letter writing, LinkedIn profile enhancement.
- Evaluated candidates, generated assessment reports, and contributed to the recruitment process.
- Created job descriptions, posted vacancies, managed social media for enhanced online presence and customer service.
- Conducted research to craft original HR content, enriching HIRED's platforms.

Learning Consultant – 03/2021 to 04/2021

Beyond Reform and Development (BRD) Group – Beirut, Lebanon

- Transformed CVs into data, screened and sourced consultant candidates through LinkedIn.
- Completed research reports, data collection and analysis on several projects for the UNDP and The British Council.
- Developed 'Information Protection and Management Policy' for BRD and tracked NGOs linked to projects.

Human Resources Intern – 01/2021 to 02/2021

IRADA – KHOUBOURAT – Beirut, Lebanon

- Maintained internal database with new CVs and pertinent details.
- Screened CVs, facilitated job matching, conducted phone screenings.
- Created "Life Skills" course content, contributed to research, and aided HR Manager administratively.

Extracurricular Activities

- **Member, Model United Nations Club (AUST) – 10/2018 to 03/2019**
- **Lead Advisor, Global Classroom - Model United Nations (LAU) – 10/2016 to 03/2017**
- **Head Delegate, Global Classroom - Model United Nations (LAU) – 10/2015 to 03/2016**

Certifications

- **The Examination for the Certificate of Proficiency in English (ECPE), University of Michigan – 05/2019**
- **ICDL Profile Certifications in: Spreadsheets, Presentations, Word Processing and Computer Essentials – 2019**

Key Competencies & Skills

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| • Communication and Interpersonal | • Human Resources Information Systems (HRIS) |
| • Talent Management | • Applicant Tracking System (ATS) |
| • Employer Branding | • Microsoft Office and Teams |
| • Training and Development | • LinkedIn Recruiter |
| • Employee Relations | • Odoo |
| • Technical Recruiting and Global Talent Acquisition | • Oorwin |
| • Writing and Research | • JazzHR |

Languages

- **English:** Native
- **Arabic:** Fluent