

## OBJECTIVE:

Seeking to incorporate my earned academic education, to succeed in a stimulating and challenging environment that will provide me with advancement opportunities.

## PROFESSIONAL EXPERIENCE:

**Bank Med** | Beirut, Lebanon

**Officer, Talent Management and Training** | April 2017-Present

- Prepare career plan evaluations
- Follow-up after each phase of the career plan for each staff
- Conduct feedback sessions with the staff on career plan.
- Support Talent Management team in all programs.
- Assist in organizing training sessions, executing thinking tanks and preparing Q&A and awareness sessions.
- Assist in ceremonies preparations and the necessary rehearsals .
- Manage portal uploads(material, assignments and schedules).
- Prepare weekly career plan reports.
- Develop and launch internships and AUB part time programs.
- Deliver orientation sessions to new interns.
- Process confirmations interim review, and extension preparations.
- Prepare for the rotation program and ensure that all learning targets are attained.
- Prepare on-boarding evaluations.
- Conduct feedback sessions with the staff on the onboarding program.
- Update staff evaluations on the system
- Register staff on the BDL exams according to BDL Circular 103
- Upload material on the Online Learning Resource

**Ana Aqra Association** | Beirut, Lebanon

**Project Coordinator Assistant** | Jan 2017-April 2017

- Prepared materials needed for training
- Sorted out data and presented reports to the project coordinator
- Followed-up on the timeline of the work plan and reinforced time management

**Lebanese American University** | Beirut, Lebanon

**Student Employment at the School of Business (Management Department)** | Sep. 2013-May 2016

- Provided assistance for the department staff and guests to the executive floor
- Guided students with information related to their major

**Bank Audi** | Beirut, Lebanon

**Human Resource Intern** | July 2015-August 2015

- Organized employee data and files
- Developed skills in recruitment and human resources management
- Enhanced my communication and business skills

## EDUCATION:

**Lebanese American University (LAU)** | Beirut, Lebanon | **GPA 3.4/4 (Honor)**

**BS in Business (Management)** | 2016

**Beirut Annunciation Orthodox College (BAC)** | Beirut, Lebanon

**Lebanese Baccalaureate in Sociology and Economics** | 2013

## EXTRACURRICULAR ACTIVITY:

**Volunteer Work** | Beirut, Lebanon

**Volunteer at American University of Beirut Medical Center** | April 2012-June 2012

**Volunteer at Beirut Marathon Association** | November 2014

# Riwa El Jammal

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## Languages and Interests

- Fluent English and Arabic speaker
- Beginner French ,Spanish, and Italian speaker
- Enjoy music and swimming

## Awards

- Completion Certificate of “The Enigma of great leadership” Training
- Completion Certificate of Human Resource Management Training
- Completion Certificate of BDL exam, Banking Ethics

## Software Proficiency

- **Microsoft Office Suite:** Word, Excel, PowerPoint
- **Simulation Software Programs:** Capsim
- **Adobe Systems:** Adobe InDesign
- **ERP Software:** Focus 8