

HAWRAA SWAIDAN

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OBJECTIVE

Former educator transitioning into Human Resources Field, I bring hands-on internship experience as a Talent Acquisition Specialist Trainee with a focus on candidate screening, resume review, and communication management. I am a quick learner with strong interpersonal, time management, and organizational skills, actively seeking an opportunity in the field of Human Resources where I can leverage my abilities to support the organization's mission and goals.

EDUCATION

Master's 1 degree in Financial Economics and Banking

Sep 2024

Lebanese University, Lebanon

Bachelors of Economic Sciences

Nov 2021

Lebanese University, Lebanon

EXPERIENCE

Talent Acquisition Specialist Internship

Sep 2024 - Dec 2024

CIS College, Spears, Lebanon

- Coordinated with **5+** hiring managers to fulfill **20+** staffing requisitions
- Reducing time-to-fill by **25%** through strategic sourcing
- Screened **100+** resumes monthly, achieving a **70%** hiring manager satisfaction rate
- **Recruited** for both **blue-collar** and **white-collar** positions, adapting sourcing strategies to meet the specific needs of each role
- Maintained proactive communication throughout the recruitment process to ensure a positive candidate experience
- Conducted initial phone screenings to assess candidates' qualifications, experience and cultural fit

Human Resources Management Training

May 2024 - June 2024

Khoubourat, Beirut, Lebanon

- Collaborated with HR team to provide tailored guidance to candidates on optimizing résumés for Applicant Tracking System (ATS) compatibility
- Developed expertise in identifying the best-fit candidates based on requirements, qualifications, and skills
- Compiled candidate profiles and résumés, then drafted and sent recommendation emails to HR supervisors
- Gained hands-on experience conducting thorough candidate screening processes to evaluate qualifications, experience, and cultural fit

Economic And Social Studies Teacher

Sep 2021 - June 2024

New Generation High School, Choueifat, Lebanon

- Planned and delivered daily lessons aligned with curriculum standards, ensuring engaging and effective learning experience
- Tracked individual progress, provided regular feedback, and created improvement plans that helped **20** struggling students achieve performance targets and improve academic outcomes
- Built positive relationships with **100+** students and parents, maintaining clear communication channels and resolving concerns effectively

PROFESSIONAL DEVELOPMENT

Recruitment and Selection Training (Master Class), by Walid Ali

Jan 2025

Mini-MBA Program, Succeed and Achieve Learning Center SALC

Nov 2023

Human Resources Management Course, Succeed and Achieve Learning Center SALC

Aug 2023

SKILLS

IT Skills (Word, Power point, Excel, SPSS) | Multitask | Communication Skills | Organization and Time management | Teamwork | Work Ethics | Attention to details | Languages: Arabic: Fluent, English: Very Good (Written and Spoken)