

Chila Bourgi



July 18, 1987

+1 (514) 550-4533

chilaelbourgi66@gmail.com

Montreal, Canada | **Ready to relocate**

ABOUT ME

Experienced Talent Management Specialist and Project Manager with expertise in recruitment, workforce development, and program execution. I excel in full-cycle talent acquisition, retention strategies, and building strong talent pipelines. Skilled in designing business and technical support programs, including capacity building, mentoring, and training, I ensure on-time, within-budget project delivery. Adept at stakeholder engagement, I build relationships with partners and beneficiaries while producing data-driven reports to support strategic decisions and deliver impactful, sustainable outcomes aligned with organizational goals.

PROFESSIONAL EXPERIENCE

Kraft Heinz Company – Montreal, Canada

December 2024 – Ongoing

Talent Acquisition Specialist - Manufacturing and Operations

- Lead recruitment for hourly and salaried positions, from job posting to candidate screening, interviews, offers
- Ensure speed, quality, and an outstanding experience throughout the process
- Ensure strategic partnerships with HR, Hiring Managers and Manufacturing Operations leaders, to align recruiting efforts with strategic goals
- Use a variety of channels to attract top-tier talent, including job boards, social media, professional networks, agency partnerships, direct outreach, and community engagement
- Deliver exceptional service to hiring managers, candidates, and HR partners, fostering trust and collaboration
- Build and maintain diverse talent pools to support immediate and future hiring demands
- Work with the Employer Brand Team to design and execute tailored recruitment marketing campaigns, especially for high-volume and seasonal hiring needs
- Stay updated on employment laws and regulations, ensuring all recruitment practices are compliant and aligned with Kraft Heinz standards

Berytech – Entrepreneurship Ecosystem – Beirut, Lebanon

April 2018 – September 2024

Talent Management Specialist

October 2022 – September 2024

- Managed the entire recruitment life cycle for senior-level candidates, including sourcing, building strong pipelines, maintaining data accuracy, and ensuring a positive candidate experience
- Collaborated with senior management to forecast recruitment needs and deliver flexible tailored solutions
- Developed and executed innovative recruiting procedures and sourcing methodologies to build successful recruitment strategies
- Specialized in market mapping and talent pipeline development, cultivating long-term relationships with top industry talent
- Engaged with local and international stakeholders to understand programs' requirements and coordinate recruitment efforts for programs' implementation
- Produced detailed reports on recruitment progress and outcomes to support strategic decision-making
- Defined and implemented talent retention processes, including onboarding and professional development plans
- Worked with department heads to identify training and development needs and led the creation of employee development programs to enhance skills and knowledge
- Designed and facilitated engagement activities, such as team building and employee recognition activities
- Represented the organization as a brand ambassador at career fairs and on-campus recruiting events

Business Support & Development Senior Coordinator

October 2019 – September 2022

- Design and develop programs' business and technical support activities including but not limited to capacity building, coaching, mentoring, technical assistance, entrepreneurship training and train of trainers
- Ensure that all projects are delivered on-time, within scope and within budget
- Direct follow up with partners and donors to understand project requirements and liaise for projects implementation
- Build and maintain relationships with local and international ecosystem partners, and programs' beneficiaries
- Support in the research of other projects implemented in different organizations
- Produce reports on the progress and status of projects ensuring that issues are escalated and managed as required

Business Support & Development Coordinator

April 2018 – September 2019

- Managed the business plan competitions from set-up to incubation including but not limited to: communication and branding, implementation, training workshops, pitching and incubation support
- Implement the program's activities in coordination with the programs manager including planning, execution, follow up, outreach, monitoring and reporting
- Assisted in developing the programs, planning and executing them as per the guidelines and ensured implementation comply with Berytech core principles, standards, and procedures
- Prepared the projects' reporting following the templates shared by the donors
- Gathered all required information to write all SOPs for the Business Support department and kept them updated

Commission de la Construction du Quebec - Montreal, Canada

January 2015 - December 2018

Human Resources Advisor

- Managed the full-cycle recruitment process
- Used recruiting tools and assignments to assess candidates' skills
- Answered all internal and external queries and requests and maintained and updated employee records
- Prepared report on a weekly basis for the tasks completed or in progress

Canadian Armed Forces – Reserve – Montreal, Canada

September 2005 - September 2019

Rank: Captain – Human Resources and Training Officer

- Identified candidates by sourcing applicants through the database
- Evaluated applicants file received (shortlisting, tracking background, education, past employer check)
- Recommended to the chain of command potential candidates
- Performed orientation and onboarding sessions for the selected candidates

EDUCATIONAL BACKGROUND

Concordia University - Montreal, Canada

September 2007 - June 2010

Bachelor's degree in Business Administration

COMPETENCIES

- **Certificate:** Leadership Development Program – St-Joseph University – Beirut, Lebanon
- **Languages:** French (native), English (native), Arabic (speaking)
- **Software:** LinkedIn Recruiter, Workday, iCIMS, Indeed, Microsoft Office, Microsoft Dynamics CRM