

Razan Aboulhosn

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EDUCATION

MBA, Master's in Business Administration <i>Lebanese American University</i>	July 2024
Bachelor of Business Management <i>Sagesse University</i>	June 2022
Diploma of Higher Education: Sociology & Economics <i>Lebanese Evangelical School</i>	June 2019

WORK EXPERIENCE

Talent Acquisition Associate , Azadea Group	June 2024 - September 2024 (Internship)
<ul style="list-style-type: none">• Researched and sourced potential candidates using various methods, including job boards, social media, and professional networking platforms.• Reviewed resumes and applications to identify qualified candidates based on job requirements.• Conducted initial phone screenings to assess candidate suitability and gather additional information.• Scheduled interviews with hiring managers and candidates, coordinating calendars and ensuring timely communication.• Prepared interview materials such as job descriptions, interview questions, and candidate information.• Assisted with on-site interviews by providing administrative support and taking notes.• Participated in talent acquisition projects such as employer branding initiatives or diversity and inclusion programs.	
Human Resources , Difco Group	February 2024 - June 2024 (Internship)
<ul style="list-style-type: none">• Assisted with various HR administrative tasks such as maintaining employee records, processing payroll, and managing benefits.• Prepared and distributed HR-related documents like offer letters, employment contracts, and performance review forms.• Provided support for employee onboarding and offboarding processes.• Collected and analyzed HR data to identify trends and areas for improvement.• Completed rotations through various HR departments including talent acquisition, employee relations, compensation and benefits, and training and development.• Gained exposure to different HR functions and processes	
Executive Assistant , Mastery Lines, KSA	July 2022 – June 2023
<ul style="list-style-type: none">• Managed executive's calendar and scheduled appointments, meetings, and travel arrangements.• Rescheduled appointments and meetings as needed.• Drafted and edited documents such as memos, reports, and presentations.• Prepared and distributed meeting materials and agendas.• Prepared confidential reports and documents.	
Ad Operations , Omnicom Media Group	August 2021 – October 2021
<ul style="list-style-type: none">• Creating campaigns for specific clients while ensuring the successful delivery of the ads.• Monitoring campaign performance.• Providing reports to clients.	

Volunteering

Event Coordinator, Beauty & Wellbeing Forum

Event Coordinator, Hult Prize Lebanon

Vice President, Interact Club of Aley

Moderated weekly meetings consisting of 25 members by keeping track of time, taking notes, and announcing agenda items

SKILLS & INTERESTS

Computer: MS Office tools

General skills: Communication, problem solving, attention to detail, market research, creativity.

Language: Proficient in English, Arabic. Intermediate French

Interests: Sports, chess, psychology, reading, film