

**Tracy Azar**  
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As a final-year Human Resources student, I am seeking an HR internship where I can apply my academic knowledge, build real-world skills, and support the growth of a people-centered workplace. My passion lies in creating positive employee experiences, fostering inclusive and supportive work environments, and contributing to organizational development beyond recruitment. I am especially drawn to areas such as employee relations, training and development, culture building, and HR operations. With a strong people-oriented mindset and a genuine interest in employee wellbeing, I aim to be part of an HR team that values both structure and human connection. I am also comfortable handling administrative responsibilities and internal coordination, and I am eager to contribute wherever needed while continuously learning and growing in the field of HR.

## Education

**BBA in Human Resources Management** – *Arab Open University, Antelias*  
Oct 2022 – September 2025 (Expected) | GPA: 3.63

## Certifications

- **Excel Skills Training** – June 2025 (basic formulas, formatting, spreadsheet use)
- **Time Management & CV Writing** – Forward MENA, Beirut Digital District

## HR experience

**Talent Acquisition Intern** – *Malia Group, Lebanon*  
May 2025 – Present

- Coordinated interview scheduling, conducted initial phone calls, and shadowed interviews
- Posted vacancies on job boards and university platforms
- Supported admin tasks and application processing using Lotus

**Training & Development Intern** – *Alfa Telecom, Dekwaneh*  
Sept 2024

- Assisted with training needs analysis and post-training feedback
- Organized training materials and supported reporting using Excel

## Additional experience

**Intern** – *Central Bank of Lebanon (ESA Campus)*  
Jul 2024

- Attended in-depth seminars on banking departments and produced a final report

**Tutor (Sociology, Economics, Literature)** – *Jeita*  
Oct 2023 – Jun 2024

- Guided students to improve academic performance and interest in social sciences

**Booking Agent** – *Rivet Inc. (Remote)*  
Jun 2023 – Oct 2023

- Scheduled appointments and maintained client records for insurance services

**Server** – *Cheese on Top, Zouk Mosbeh*  
May 2022 – May 2023

- Provided customer service and upsold menu items to increase sales

## **Skills**

- **HR Support:** Interview coordination, CV feedback, administrative tasks
- **Microsoft Office:** Word and basic Excel (formulas, formatting)
- **Soft Skills:** Active listening, empathy, emotional intelligence
- **Teamwork & Communication:** Reliable in team settings and professional in communication