

LYNN AL-HARIRI

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Work Experience

Human Resources Intern
SURV Linguistics

Jun 2025 – Present

- Processed and maintained employee records, ensuring accuracy, confidentiality, and compliance with company policies.
- Maintained and updated HR databases to ensure accurate and up-to-date information.
- Collaborated with HR team members to streamline administrative processes and improve efficiency.
- Supported onboarding activities by preparing employee files and necessary documentation.
- Assisted in the recruitment process, including job posting, CV screening, and coordinating interviews.

Talent Acquisition Intern
Azadea Group Holding SAL

Mar 2025 – Jun 2025

- Supported the full recruitment cycle including CV screening, interview coordination and onboarding documentation.
- Collaborated with hiring managers to gather role requirements and help build candidate pipelines at both local and regional levels (across the Middle East and Africa).
- Conducted initial interviews and assessments for candidates across various roles.
- Assisted in organizing and executing internship programs and university outreach initiatives.
- Maintained and updated candidate records and ensure accuracy of applicant tracking systems.
- Helped in preparing reports and dashboards related to hiring metrics and recruitment performance.

Human Resources Intern
Ostaz – Private Tutoring Platform

Nov 2024 – Jan 2025

- Helped maintain HR records and databases, ensuring data accuracy.

- Assisted in drafting and updating HR policies and employee handbooks.
- Handled administrative tasks such as filing documents, preparing reports, and managing HR emails.
- Provided support in payroll processing, verifying employee attendance records and ensuring accurate data entry.
- Coordinated interview logistics and maintained candidate communication.

Customer Success Specialist Feb 2022 – Jun 2024
Daily Deals (Miami, Florida – United States) – Amazon Marketplace

- Provided customer service support on the Amazon Marketplace, addressing customer inquiries, resolving issues, and ensuring a positive shopping experience.
- Managed customer communications through email and chat, handling a high volume of requests with efficiency and professionalism.
- Managed data entry, organized client information, and tracked customer progress to improve overall service delivery and client retention.
- Supported the creation of reports and customer success metrics for internal reviews and strategic planning.

Education

Human Resources Management Diploma Nov 2024 – Oct 2025
Lebanese American University, Academy of Continuing Education (LAU – ACE)

Bachelor of Sciences in Civil Engineering 2020-2024
Lebanese University, Faculty of Technology – Saida

Skills

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|----------------------------------|---|
| • Time Management & Organization | • Microsoft Office (Word, Excel, Outlook) |
| • Document Processing & Filing | • Communication & Interpersonal Skills |
| • Problem-solving abilities | • Effective communication |

Languages Arabic (Native) – English (Fluent)

References Available upon request