

# TRACY V. KOKOZAKI

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Nationality: Lebanese

## PROFESSIONAL SUMMARY

Results-driven Human Resources professional with over 8 years of progressive experience in talent acquisition, HR operations, and workforce planning within international organizations. Skilled in policy implementation, recruitment process optimization, employee relations, and team leadership. Recognized for fostering inclusive, compliant, and people-centered HR practices aligned with organizational goals and humanitarian principles.

## PROFESSIONAL EXPERIENCE

### International Rescue Committee (IRC)

#### Lebanon Country Program & Global Recruitment Support | Jun 2016 – Present

#### Senior HR Officer – Recruitment (Recruitment Lead)

Apr 2022 – Present

*(Served as Acting HR Manager – Recruitment, Jul 2024 – Jan 2025; promotion process placed on hold due to the stop-work order)*

- Lead the national recruitment strategy, ensuring efficiency, compliance, and alignment with IRC and donor policies.
- Oversee and coach a team of HR professionals, including the HR Officer – Recruitment, focusing on work planning, performance management, and capacity building.
- Advise leadership and hiring managers on workforce planning, HR policies, equitable hiring, employee relations, and compliance matters.
- Strengthen employer branding and outreach through job fairs, university partnerships, and national networks.
- Support the implementation of Workday ATS, contributing to process design, testing, and user training.
- Produce data-driven reports and dashboards to inform strategic HR decisions.
- Member of the Lebanon Country Program Leadership Team, contributing to strategic HR and organizational decisions.
- Led GEDI and workplace inclusion initiatives with LUPD, engaging stakeholders across the Lebanon Country Program to assess needs and plan strategies for the inclusion of people with disabilities.
- Led emergency recruitment efforts, managing 100 roles (national staff and consultants) while maintaining compliance and operational efficiency.

- Led multi-phase restructuring efforts during the stop work order, ensuring legal compliance, fairness, and organizational continuity.

### **Global Recruiter (Temporary Assignment)**

Mar 2022 – Jun 2022

- Managed international recruitment for senior positions across multiple country programs.
- Improved onboarding and selection processes to enhance candidate experience and retention.

### **HR Officer – Recruitment**

Feb 2019 – Mar 2022

- Conducted end-to-end recruitment life cycle for entry and mid-level roles.
- Delivered orientation and recruitment briefings to hiring managers.
- Supported HR initiatives related to diversity, inclusion, and workforce development.
- Supervised an HR Assistant and ensured service delivery aligned with IRC standards.

### **Job Counselor – Economic Recovery & Development**

Jun 2016 – Feb 2019

- Facilitated career development workshops and job placement support for youth and adults.
- Collaborated with private sector partners to create employment and training pathways.

### **Royal Jordanian Airlines**

#### **Cargo and Sales Coordinator | Jun 2014 – Jun 2016**

- Supported business operations and maintained cross-office coordination with headquarters.
- Ensured process compliance and effective communication across sales and logistics teams.

**Early HR Experience (2011–2014):** Recruitment and HR support roles and internships at Purple Martin S.A.L, Green Developers KSA, and Bank Audi.

### **EDUCATION**

B.A. in Business Administration (HR Management, Minor in Psychology)

Notre Dame University – Louaize | 2009 – 2013

B.A. in Psychology (Coursework Completed, Degree Not Finalized)

Lebanese University | 2020 – 2022

## **TECHNICAL TOOLS**

Workday | Cornerstone | Taleo | PC Recruiter | MS Office Suite | Google Workspace

## **HR EXPERTISE**

- Talent Acquisition & Workforce Planning
- HR Policy Implementation & Compliance
- Employee Relations & Advisory Services
- Learning, Development & Knowledge Sharing
- HR Data Analysis & Reporting
- Team Leadership & Performance Management
- Diversity, Equity & Inclusion Initiatives

## **LANGUAGES**

Arabic: Native

English: Advanced

French: Intermediate