

Rana Barbar

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EDUCATION

Lebanese American University (LAU) – Beirut, Lebanon

M.S. in Human Resources Management – CGPA 4.0/4.0

Aug 2023 – May 2025

Double Major:

Aug 2019 – May 2023

B.S. in Business Studies – Management & B.A. in Psychology – CGPA: 3.34/4.0

MEPI TLGS 100% Scholarship

EXPERIENCE

HR Consultant, ITALABB S.A.R.L – F&M, Dbayeh, Lebanon

Apr 2025 – Present

- Design and implement a comprehensive HR system from inception, covering recruitment, training, performance appraisal, employee handbook, and exit interviews, ensuring alignment with Lebanese Labor Law, company objectives and industry best practices.
- Leverage insights from surveys, workforce analytics, and employee discussions to assess existing challenges and identify areas for improvement, with the aim of fostering a more productive and engaging work environment.
- Develop structured talent acquisition strategies, optimizing recruitment processes to attract and retain top-tier candidates.
- Establish performance management frameworks, including KPI-based appraisals and feedback mechanisms, to drive employee development and organizational efficiency.
- Create and standardize the employee handbook, defining policies, procedures, and company values to ensure compliance and workplace consistency.
- Lead regular meetings with department heads and employees, fostering transparent communication.

Assistant, Career & Placement Office – School of Business, LAU, Beirut, Lebanon

Aug 2023 – May 2025

- Assisted students in services such as checking their CVs, helped them create proper cover letters, and aided them in preparing a LinkedIn profile to ensure they fit the job market.
- Assisted in the design and delivery of workshops as well as their assessment in career development, such as the Interview Process, Developing a Professional Resume, Preparing for Behavioral Questions...
- Provided career guidance, prepared & announced internship vacancies to students based on the targeted audience.
- Placed students in internships, researched the job market and connected with employers for placements.
- Developed and maintained contacts with NGOs ensuring proper placements of students across the NGO network.
- Organized career related activities with employers such as Workshops, Competitions, CV Clinics.
- Coordinated with HR and different internal parties by creating forms and contacting students.

Human Resources Assistant, LAU, Beirut, Lebanon

Aug – Dec 2023

- Overlooked Insurance Policies and spot checked for mistakes.
- Filled R3 & R4 forms.
- Entered employee Insurance Claims.

Purchasing & Procurement Intern, Indevco Group – Sanita, Hosrayel, Lebanon

Apr – Sep 2022

- Forecasted needed material & placed orders based on shortage.
- Communicated with different parties such as suppliers and employees.

Model Good Governance Program Trainer, LAU, Byblos, Lebanon

Sep 2020 – May 2021

- Trained students to negotiate with each other diplomatically & helped them prepare by teaching them the needed material in an engaging manner.
- Overlooked a two-day Final conference and evaluating the performance of the participants.

Accounting & Logistics Intern, Mielco, Monsef, Lebanon

Jul 2020

- Completed Local & Foreign Data entries.

Model United Nations Program Trainer, LAU, Beirut, Lebanon

Sep 2019 – May 2020

- Trained students of different ages by explaining to them the needed material in a fun and amusing way.
- Overlooked a two-day Final conference and evaluating the performance of the participants.

PROJECTS

VIP – AI for Student Major Fit – LAU, Byblos, Lebanon

Aug 2021 – Jun 2023

- Worked on creating an AI-based program to help students find the right major based on their passion, likings and interests.

CERTIFICATIONS & WORKSHOPS

NxL Season 3 Certificate - Nestle & L'Oreal	Nov 2024
Recruiting, Hiring, and Onboarding Employees, Minnesota University - Coursera	Aug 2023
Managing Employee Compensation, Minnesota University - Coursera	Aug 2023
CHOICE: Gender Based Violence - KAFA	May 2021
Power of Budgeting & Finance - LAU	Dec 2019
Time Management & Study Skills - LAU	Oct 2019

EXTRA-CURRICULAR ACTIVITIES

Volunteer – KAFA – Beirut, Lebanon	Jan 2021 – Aug 2023
Member – Rotaract – Byblos, Lebanon	Aug 2021 – May 2022
Member – International Affairs – Animal Rights – Psychology Clubs – LAU – Byblos, Lebanon	Aug 2020 – May 2021
Volunteer – Caritas Youth – Byblos, Lebanon	Jan 2014 – Dec 2016

SKILLS

Computer Literacy: Microsoft Office (Word, Excel, Power Point & Outlook), JDE, Oracle, SPSS

Languages: Arabic (Native), English (Fluent), French (Full Working Proficiency)