

Dana Shami

Talent Acquisition & Career Development Consultant

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Professional Summary

Results-driven HR and Career Development Consultant with 3+ years of experience in recruitment, training, and consulting across Lebanon and the MENA region. Skilled in HR systems, payroll compliance, and personalized career coaching. Expert in building career strategies and professional branding for individuals and businesses. Proven ability to enhance employability and streamline HR operations. Committed to empowering professionals and organizations through practical, measurable solutions.

Top Skills

- **Talent Acquisition & HR Systems:** Recruitment strategy, candidate assessment, HR frameworks, Odoo HR modules, payroll design, NSSF compliance, HRIS integration
- **Career Consulting & Development:** Career branding, interview preparation, job search strategy, LinkedIn optimization, personal branding, professional development
- **Training & Performance Growth:** Coaching programs, training needs analysis, competency mapping, learning plan design, mentorship, employee engagement
- **Business & Communication Skills:** Client relations, project coordination, cross-cultural communication, analytical reporting, time management, teamwork

Work Experience

Freelance Career & Talent Development Consultant

Aug 2022 – Present

Lebanon & MENA Region

- Deliver tailored career branding, development, and interview coaching services.
- Design 80+ professional CVs and LinkedIn profiles, achieving a 95% client satisfaction rate.
- Guide professionals through career repositioning and leadership programs, improving job placements by 30%.
- Conduct one-on-one consultations and training workshops across various industries.

HR Solutions Coordinator

Nov 2023 – Nov 2024

EDM Lebanon – Beirut

- Engaged clients to assess HR, payroll, and business needs in line with NSSF standards.
- Implemented Odoo HR-based payroll solutions, improving efficiency by 40%.
- Delivered system training and support to ensure seamless process adoption.

HR Project Lead

Oct 2023 – Aug 2024

General Line Services S.A.L – Bourjein

- Developed full HR structure and policies for a new restaurant concept.
- Built a dynamic Excel payroll tracker, reducing manual errors by 50%.
- Streamlined workflows and lifecycle processes under expert guidance.

Recruitment & Consulting Executive

Oct 2022 – Nov 2023

Business Umbrella – UAE

- Managed full recruitment cycle using LinkedIn Recruiter and ATS tools.
- Shortlisted and prepared candidates, achieving 85% placement success.
- Maintained confidentiality and strengthened collaboration within the team.

HR Coordinator Intern

Jun 2022 – Sep 2022

United Sports of Lebanon S.A.L – Beirut

- Assisted in employee record management, payroll checks, and scheduling.
- Supported HR documentation and NSSF process exposure.

Key Achievements

- Supported 40+ professionals in securing new roles across Lebanon and the Gulf.
- Built an NSSF-compliant HR and payroll system for a startup operation.
- Improved HR process automation and reporting accuracy by 45%.
- Conducted regional career-development workshops increasing client retention.
- Enhanced employer branding and employability outcomes across MENA clients.

Education

Bachelor's Degree in Human Resources Management

Sep 2019 – Jun 2022

Global University – Beirut

Graduated with Distinction | Focused on HR Strategy, Payroll Systems & Employee Relations

Certifications

- Training of Trainers (TOT) – *Meshkat Learning, 2023*
- German Language Courses (A1 – B1) – *Practical Accounting Academy, 2023*
- Practical HR & Payroll Course – *Practical Accounting Academy, 2022*
- First Aid Training – *Lebanese Red Cross, 2022*
- ICT4D Certificate of Participation – *UNICEF DOT Lebanon, 2017*

Languages

Arabic – Native | French – Native | English – Superior | German – Beginner

References

Available upon request