

Waed A. Maddah

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OBJECTIVE

Seeking a job/ an Internship in the Human Resources field.

EDUCATION

Lebanese American University (LAU), Beirut, Lebanon	Jan 2025 – Expected in Dec 2027
Master of Science in Human Resources Management	CGPA 4.0/4.0
LAU, Beirut, Lebanon	Aug 2021 – Dec 2024
Bachelor of Science in Business Administration – Business Management	CGPA 3.7/4.0
<ul style="list-style-type: none">Recipient of the USAID Higher Education Scholarship (HES)	

EXPERIENCE

Lebanese American University (LAU), Graduate Assistant, Beirut, Lebanon	Jan 2025 – Present
<ul style="list-style-type: none">Assist the Dean of the School of Business and the professors with academic research, literature reviews, and data organization across various projects.Support administrative tasks such as scheduling, documentation, and student coordination within the department.	
Global Mentorship Initiative (GMI), Remote Mentee, California, USA	Nov 2023 – Jun 2024
<ul style="list-style-type: none">Engaged in one-on-one mentorship with industry professionals to gain career guidance and strategic professional development.Participated in structured sessions focused on career planning, resume building, and soft skills enhancement for future employment readiness	
Bank BEMO, Online Intern, Beirut, Lebanon	Jul 2023- Sep 2023
<ul style="list-style-type: none">Rotated across key departments, gaining practical insights into banking operations, compliance, and corporate services.Contributed to two projects focused on AI applications in banking and the Corporate Banking Division's structure and strategy.	
Chain of Education, online Assistant Coordinator & Tutor, Beirut, Lebanon	April 2023– Jul2023
<ul style="list-style-type: none">Supported coordination efforts, tutored students, and facilitated educational sessions as part of an academic intervention program.Completed training in coordination, research, and presentation, contributing to program development and student engagement.	
USAID Higher Education Scholarship (HES) Program, Mentor	Sep 2022 –Dec 2024
<ul style="list-style-type: none">Mentored and supported new scholars by providing academic guidance, personal development coaching, and program orientation.Helped students adapt to university life, manage challenges, and access available program resources.	

VOLUNTEERING

Life Sculpture, Remote Research Assistant, Beirut, Lebanon	Sep 2024 – Dec 2024
<ul style="list-style-type: none">Coordinated research activities by distributing tasks, monitoring participant work hours, and maintaining team productivity.Compiled and reported research findings to leadership, supporting data-driven decision-making and project improvements.	
Mmkn NGO, Online Tutor & Coordinator, Remote – Beirut, Lebanon	Sep 2022 – Aug 2023
<ul style="list-style-type: none">Provided academic tutoring and coordinated online learning sessions for school students throughout the academic year.	
Private Business Tutor, (LAU), Beirut, Lebanon	Jan 2022 – Present
<ul style="list-style-type: none">Deliver one-on-one tutoring in business subjects to LAU students, focusing on academic success and skill development.Tailor tutoring sessions to individual learning needs, enhancing comprehension and performance in core courses	

- Collaborated with program leaders to manage schedules, monitor student progress, and support educational success.

Community Volunteer, Various NGOs (under HES Program Mentorship), Lebanon

Aug 2021- Dec 2024

- Dedicated over 190 volunteer hours with more than 15 NGOs, supporting education, health, and community service initiatives.

- Participated in and led activities promoting youth empowerment, civic engagement, and social responsibility.

Lebanese Red Cross, Youth Sector Volunteer, Beirut, Lebanon

Jan 2020 – Jan 2023

- Supported fundraising initiatives to help sustain humanitarian and youth-focused programs.
- Participated in organizing awareness events for children on safety, health, and social topics.
- Assisted in delivering workshops aimed at promoting environmental responsibility and sustainable practices.

WORKSHOPS & CERTIFICATIONS

Youth Leadership Program (YLP9), Alumni certification, Lebanon

Jun2023 – Mar 2024

- Actively engaged in leadership training, civic engagement, and social innovation activities aimed at empowering youth to drive community change.

USAID (HES) Program, Workshop Participant, Lebanon

Aug 2021 – Dec2024

- Attended over 15 developmental workshops on various topics including critical thinking, computer literacy, leadership, and public speaking as part of the HES program

Navigating Entrepreneurship National Program, Certificate of Participation, Lebanon

Dec 2020-Feb 2021

- Completed a nationally funded program by Rural Entrepreneurs focused on entrepreneurship, innovation, and business planning.

SKILLS

Computer Literacy: MS Office (Word, Excel, PowerPoint, Outlook), SPSS

Languages: Arabic (Native), English (Fluent), French (Conversational)