

## EDUCATION

**Lebanese American University**

- Master of Science in Human Resources Management (2023- 2025) – CGPA: 3.96/4
- Bachelor of Science in Business (2020- 2023) – CGPA: 3.94/4

## EXPERIENCE

**Maven Insights – Talent Acquisition Officer: (Full time)**

Riyadh – Saudi Arabia (July 2024 – Present)

- Updating and maintaining the Applicant Tracking System (ATS) to ensure accurate and efficient candidate management.
- Preparing reports to track candidates' status in the recruitment process and identify deficiencies to be addressed.
- Coordinating interview schedules between candidates and interviewers throughout the recruitment process.
- Briefing candidates on the recruitment process and providing guidance on next steps.
- Collaborating with Engagement Managers to identify and source potential candidates matching the required profile, utilizing tools such as LinkedIn Recruiter Lite.
- Conducting interviews for applicants to assess role suitability and organizational fit.
- Managing the internship program, including hiring interns and assigning them to relevant projects.
- Assisting the team in developing policies and guidelines to support key initiatives.
- Assisted the onboarding team by providing accurate and timely information to support a smooth onboarding process.

**Arab Institute for Women AiW – Research Assistant: (Full time)**

Beirut – Lebanon (Jan 2024 – July 2024)

- Updated literature and assisted in data collection for the "Countering Backlash" project, showcasing research and analysis skills.
- Helped in the coordination of AiW's events such as workshops and conferences, showcasing organizational abilities.
- Wrote content for Al Raida journal while ensuring clarity and adherence to academic standards.
- Updated AiW's databases to ensure accurate and up-to-date contact information with partners.

**LAU - AKSOB – Research Assistant:**

Beirut – Lebanon (Sept 2023- August 2024)

- Conducted literature reviews, analyzed data, and assisted in developing research hypotheses, demonstrating research acumen.
- Supported in formulating research methodologies and collaborating with doctors for actionable recommendations.
- Synthesized research findings for research papers.

**NELCOM- Digital – Marketing Intern:**

Beirut – Lebanon (Jul 2023 – Aug 2023)

- Facilitated stakeholder communication and contributed to marketing strategies.
- Utilized Content Management and CRM tools, for data-driven marketing and campaign optimization.
- Generated creative content and insights for different social media platforms.

**Intisar foundation – Fundraising Intern:**

Beirut – Lebanon (Jun 2022 – Sept 2022)

- Conducted thorough grant research and administrative tasks, ensuring accuracy and organizational efficiency.
- Assisted in fundraising activities, demonstrating multitasking and coordination skills.
- Collaborated on fundraising strategies to support the foundation's goals effectively.

## CERTIFICATIONS AND TRAININGS

- Coursera – GenAI for Talent Acquisition and Onboarding (Feb 2026)
- University of Maryland - Interviewing and Resume Writing in English (Feb 2026)
- Udemy – Microsoft Power BI - The Practical Guide 2025 (Jun 2025)
- Seeds for Legal Initiatives – Training on the Sexual Harassment Law No. 205/2020 (Apr 2024)
- BCG – Introduction to strategy consulting virtual experience program (Feb 2023)

## LANGUAGES:

Arabic (Native Language), English (Advanced), French (Advanced)