

# Ibrahim Zeineddine

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**Aspiring HR Professional | HR Management Student | Recruitment, Training & Development**

## SUMMARY

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Passionate Human Resource Management student with a proven ability to drive community engagement and develop effective training programs. Skilled in spearheading outreach initiatives, enhancing team leadership skills, and co-developing comprehensive HR guidelines. Excited to apply critical thinking, problem-solving, and communication abilities to contribute meaningfully to HR initiatives within an internship role.

## CORE COMPETENCIES

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Human Resources Management, Recruitment and Onboarding, Data Analysis, Training and Development, Employee Engagement, Performance Management, Community Outreach, Stakeholder Communication.

## EDUCATION

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**Bachelor of Human Resources Management | Arab Open University** February 2024 – Present

- Dual-accredited by Lebanon's Ministry of Education and The Open University (UK).

**Bachelor in Law and Political Sciences (one year completed) | Lebanese University** January 2024

**Official Lebanese Baccalaureate, Economics and Social Sciences | Baakline Official School** June 2023

## PROFESSIONAL EXPERIENCE

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**Trainee Educator | Anera** February 2026 – Present

- Engage in a teacher training program, participating in modules covering pedagogical techniques, classroom management strategies, and curriculum development to build educational foundations.
- Apply theoretical knowledge in practical teaching sessions, receiving assessments and feedback to refine instructional methods and improve student engagement during the internship.
- Assist in preparing training materials and supporting documentation, ensuring sessions are well-organized and aligned with program objectives and participant learning needs.

**Youth Committee Member | UN Global Compact Network Lebanon** November 2025 – Present

- Participate in a selective, university-diverse committee to develop projects focused on advancing the United Nations' Sustainable Development Goals within the community.
- Contribute to youth-led initiatives by applying strong teamwork, critical problem-solving, and strategic project development skills aligned with achieving specific UN SDGs within the local community.

**Private Tutor | Self-employed** September 2022 – Present

- Mentor over 30 economics and sociology students monthly, successfully enabling them to achieve high scores in official examinations, including those with identified learning difficulties.
- Design and implement tailored lesson plans that directly address individual student learning needs, leading to a substantial, measurable increase in comprehension and long-term knowledge retention.

## **Outreach Support Officer | Rural Entrepreneurs**

**November 2023 – June 2024**

- Spearheaded outreach initiatives by developing and executing targeted campaigns, resulting in a 20% increase in overall community engagement within six months.
- Implemented training programs focused on enhancing leadership skills among committee members, contributing to fostering a more cohesive and collaborative team dynamic.
- Collaborated directly with the Human Resources director to develop a comprehensive guideline manual, ensuring clarity and consistency in all policies and procedures across the organization.

## **VOLUNTEERING**

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### **Advisor | LAU Annual Simulation Models Conferences**

**April 2023 – October 2023**

- Advised and mentored a cohort of 30 students, delivering targeted training on public speaking and speech correction, which significantly enhanced their communication skills and confidence.
- Guided delegates representing Bahrain in the Model Arab League, facilitating diplomatic simulations, and leading to the delegation securing 1st place and the Secretary General title.
- Conducted research on simulation issues and demonstrated proficiency in negotiation and crisis discussion, contributing to diplomatic deliberations and successful problem-solving outcomes.

### **Member | TASALAH Initiative, Amideast**

**January 2022 – May 2022**

- Collaborated within a team to develop and implement anti-bullying campaigns in public schools, successfully reaching and positively impacting over 500 students.
- Conducted research and data gathering to understand bullying's impact, presenting key findings and recommendations to school administrators and students through presentations.

## **TRAINING AND CERTIFICATE**

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**Strategic Human Resource Planning, SHRM-CP | HRCI.ORG**

**February 2026**

**Administrative Assistant | LinkedIn Learning**

**January 2026**

**Lebanese Labor Law & Workplace Rights | Lebanon Global Board**

**February 2025**

**Prevention of Sexual Exploitation and Abuse | UNICEF**

**November 2023**

**Business Development Training | UNICEF**

**October 2023**

**1st Place, Model Arab League (MAL) Program | Lebanese American University**

**March 2022**

**Emotional Intelligence: Building a Sense of Self | AL Ghurair Young Thinkers Program**

**January 2022**

## **SKILLS**

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**Technical Skills:** Human Resources Information Systems, Applicant Tracking Systems, Microsoft Office (PowerPoint, Excel, Word), Google Workspace, HR Policy Drafting, Performance Management, Employee Onboarding, Recruitment Processes, Data Analysis, Survey Tools.

**Soft Skills:** Empathy, Collaboration, Critical Thinking, Adaptability, Organization, Interpersonal Skills, Active Listening, Conflict Resolution, Negotiation, Persuasion, Teamwork, Creativity, Emotional Intelligence.

## **LANGUAGES**

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**Arabic (Native), English (Fluent), French (Fluent).**