

Lynn Barbarji

Beirut, Lebanon | **Phone:** +961 71512830 | **Email:** lynn.barbarji@hotmail.com | [LinkedIn](#)

PROFESSIONAL SUMMARY

Human Resources professional with hands-on experience in talent acquisition, development, and coordinating hiring processes across multiple roles. Passionate about connecting and developing talent to fit opportunities in the MENA market.

KEY SKILLS

- | | | |
|------------|-------------------|----------------------|
| ✓ Alteryx | ✓ MS Office | ✓ Project Management |
| ✓ Power BI | ✓ Budget Planning | ✓ AI Fundamentals |
| ✓ Stata | ✓ Wave Financial | ✓ Market Research |

EDUCATION

- ✓ **2024-2026** | **LEBANESE AMERICAN UNIVERSITY**
Master of Science in Human Resources Management
- ✓ **2020-2023** | **LEBANESE AMERICAN UNIVERSITY**
Bachelor of Economics and Minor of Political Science
 - Recipient of the USAID Scholarship selected from 70 out of 2000 students.

PROFESSIONAL EXPERIENCE

LEARNING AND DEVELOPMENT COORDINATOR AT BLOM BANK | JULY 2025 – PRESENT

- Coordinate and organize all logistics related to internal and external training programs, including venue setup, materials, invitations, and attendance tracking.
- Support in budgeting, vendor management, and audit documentation related to learning activities.
- Track and analyze training KPIs (attendance, completion rates, feedback scores) and prepare summary reports for management.

TALENT ACQUISITION INTERN AT MALIA GROUP | FEB 2025 – MAY 2025

- Sourced and screened resumes for over 10 open positions, gaining experience in talent acquisition processes, including sourcing, screening, and candidate management.
- Maintained candidate pipeline tracking (applications → interviews → outcomes) using Excel.
- Shadowed interviews to learn interview techniques and candidate evaluation skills.
- Conducted structured phone screenings to assess candidate fit and readiness.
- Represented the company at major university career fairs, engaging and onboarding potential candidates into the talent pipeline.

ADMINISTRATIVE ASSISTANT INTERN AT UN ENVIRONMENT PROGRAMME | APR 2024 – AUG 2024

- Directed the office retreat project where I was assigned to research and procure the venue and the facilitators, establish budgets, and analyze options for decision-making.
- Facilitated administrative tasks which included onboarding new staff members, updating inventory, creating service orders and petty cash receipts, and generating and modifying databases related to employee performance, demographics, and travel plans.

STUDENT RECRUITMENT OFFICER AT LAU | DEC 2023 – FEB 2024

- Presented to 50+ schools about the USAID scholarship thus mastering public speaking.
- Followed-up on students' applications while addressing their inquiries, handling both WhatsApp messages and phone calls.

FINANCIAL ADVISOR AT iCADEMY STARTUP | APR 2022 – MAY 2023

- Created the first financial sheets system (statement of cash flow, dividends, & savings) which allowed for comprehensive financial analysis.

- Won LAU Spark startup incubator fund where I participated in advanced seminars about entrepreneurial and managerial skills to help iCademy achieve sustainable success.

HR INTERN AT AL MAKHZOUMI FOUNDATION | JUN – SEP 2022

- Acquired practical knowledge about HR topics such as recruitment, leaves, and company structure.
- Hosted a presentation about the importance of diversity and inclusion to fellow apprentices.

EXTRA-CURRICULAR ACTIVITIES

- Led communication initiatives as a Communications Officer at the International Association of Youth and Students for Peace.
- Completed the Youth Leadership Program Cohort 9 by the UNDP gaining expertise in social entrepreneurship and launching a social enterprise.
- Led and mentored multiple innovation camps with Injaz Lebanon, progressing to mentorship within the company program's university track. Then got promoted to serve as a jury member in the Mega innovation camp in 2023.
- Completed the Aspire Leaders Program founded at Harvard University and served as an ambassador for the program.
- Served as lead team delegate in the “SDG UN GCN Lebanon- Data Hub Brain Lab” from November 2021 to June 2022 and served as an ambassador for the program.
- Joined the “Millennium Members class of 2021”, a 4-month invitation-only leadership program for undergraduate student leaders worldwide.

CERTIFICATIONS

- Microsoft Specialist Certificate holder in MS Office platforms (PowerPoint, Word, Excel)
- HarvardX LeadX: Exercising Leadership: Foundational Principles Certification
- Recipient of a Google scholarship with AMIDEAST to study Project Management
- Digital Heroes PWC x Aie Serve Certification in Power Bi, Alteryx, and Artificial Intelligence.
- Green Digital Skills program, delivered to the Youth Leadership Programme at UNDP, powered by Microsoft and LinkedIn

PUBLICATIONS

Title: The behavioral change of the youth in Lebanon towards the UN Sustainable Development Goals (SDGs) number 2, 3, 4, 5, and 7 amidst the multiple crises Lebanon has faced since 2019.

- Published Report:
<https://scholarhub.balamand.edu.lb/handle/uob/6082>
- Full text:
<https://drive.google.com/file/d/1pLLW8AtWG5TpUPN0gq0megZM2NileDOv/view?usp=sharing>
- Illustrative report:

https://ungcnlebanon.org/wp-content/uploads/2022/08/SDGBrainLab_IllustrativeReport_2022.pdf

LANGUAGES

Native Arabic, and bilingual proficiency in English.