

SARAH-MARIA MATTA

Beirut, Lebanon • Email: sarahmariamatta@live.com • Mobile: +961 03 131 930

SUMMARY

Talent acquisition and employer relations professional with 2+ years of end-to-end recruitment experience across campus and corporate settings. Track record of managing high-volume hiring pipelines, shortlisting candidates, and coordinating employer-facing events. Data-driven, follow-up disciplined, and experienced working toward placement targets in structured environments.

EDUCATION

Université Saint Joseph de Beyrouth (USJ) – Beirut, Lebanon Sept. 2022 – Jun. 2024
Master's degree in Leadership & Human Resource Management

ESA Business School – Beirut, Lebanon Sept. 2019 – Jun. 2022
Bachelor's degree in Business Administration

Sciences Po Paris – Paris, France Jun. 2019 – Aug. 2019
Summer School Program, Human Rights and Global Development

EXPERIENCE

Strategy & Middle East – Beirut, Lebanon Jan. 2024 – Jan. 2026

Campus Recruitment Coordinator

- Handled the full recruitment cycle for 500+ students across universities in Lebanon and abroad, including CV screening, interview coordination, feedback consolidation, and offer issuance
- Developed structured recruitment timelines and maintained accurate updates of ATS pipeline (Greenhouse) tracking applications, interviews and offers; and ensured data accuracy for reporting
- Planned and executed campus events across Beirut, Cairo, and Paris, including presentations, workshops, competitions, networking sessions, and interview days
- Oversaw event logistics, scheduling, and budget tracking to ensure efficient and well-organized execution
- Served as the primary point of contact for candidates, maintaining structured engagement and achieving a ~90% offer acceptance rate through proactive follow-ups
- Applied structured screening rubrics to shortlist candidates from large applicant pools, delivering concise candidate profiles and interview recommendations to hiring managers
- Supported onboarding processes, mentor allocation, and internship program preparation to ensure smooth candidate integration
- Built and maintained partnerships with university career centers to strengthen employer branding and expand campus outreach

L'Oréal – Beirut, Lebanon Feb. 2024 – Dec. 2024

Human Resources Intern

- Assisted in screening resumes, conducting initial screening calls, scheduling interviews, and tracking candidate progress
- Helped organize onboarding sessions, prepared onboarding documents, and guided new joiners through their first days
- Contributed to action plans for youth-focused programs and participated in university job fairs
- Coordinated employer-facing logistics for L'Oréal Brandstorm competition: liaised with university partners, managed event timelines, and tracked participant progression through the stages of the competition
- Collaborated with teams to implement culture and wellbeing activations, aligning execution with broader talent retention goals

EXTRACURRICULAR ACTIVITIES

Art Writer for Art Sights Platform – Writing articles on [Art Sights](#) for the “News” section of the platform (Sept. 2025 – Present)

USJ – Master's Thesis 15/20 (French grading system) about “How to create an enhanced candidate experience to attract top talent and also foster long-term retention?” (2024)

ESA – Co-founder & Editor-in-chief of [L'ESArticle Journalism Club](#) (2020-2022)

Forastech Platform – Participant in Forward MENA & World Bank pre-launch discussion group on digital upskilling in MENA (2022)

Member of the Student Jury Prize Samir Kassir, Samir Kassir Foundation (2020)

Volunteer as Cultural Mediator at the Beirut Art Fair and as **Museum Docent** at Surssock Museum (2019)

SKILLS & EXPERTISE

HR & Talent Acquisition: Recruitment Strategy | Candidate Shortlisting | University Relations | Pipeline Tracking | Funnel Analytics

Soft skills: Candidate engagement | Problem-solving | Cross-functional communication | Teamwork

Technical skills: MS Office Pack (Excel/Google Sheets, Word, PowerPoint, Visio, MS Project) | ATS System (Greenhouse & Avature)

Languages: French (*Native*), English (*Full Professional Proficiency*), Arabic (*Full Professional Proficiency*)

Interests: Arts & culture | Literature | Swimming | Hiking