

Pia Merhej

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Summary

Motivated and adaptable individual with a background in Nursing and a strong passion for people focused roles. Currently pursuing a second degree in Human Resources Management to transition into a career that combines my understanding of care, communication, and organizational support. Committed to continuous learning and contributing to a positive and ethical workplace environment.

Experience

Clinical Nurse – 05/2023 to 01/2025

Full time Nurse – 05/2023 to 8/2024

Part time Nurse – 09/2024 to 01/2025

Skin and Scalpel, Sin El Fil, Lebanon

- **Patient Preparation:** Assist with intake, explain procedures, and prepare patients for surgery.
- **Surgical Support:** Assist during procedures, maintain a sterile field, and provide postoperative care.
- **Collaborative Care:** Work with the healthcare team to ensure coordinated patient care.
- **Patient Education:** Provide instructions on postoperative care and follow up appointments.
- **Compliance and Documentation:** Ensure regulatory compliance and accurate record-keeping.

Business Owner – 12/2023 to Present

Soft in Loft, Rug Tufting

- **Product Management:** Source and develop products.
- **Customer Service:** Provide support and resolve issues.
- **Order Management:** Handle inventory and fulfillment.
- **Financial Tracking:** Monitor revenue and expenses.

Nurse in General Medicine Department – Summer 2022

Notre Dame Hospital, Jounieh, Lebanon

- **Patient Assessment:** Evaluated patients' health status.
- **Patient Care:** Administered medications, monitored vital signs, provided wound care.
- **Care Planning:** Collaborated on individualized care plans.
- **Monitoring:** Monitored patients' condition and response to treatment.
- **Education:** Educated patients and families on conditions and treatments.
- **Collaboration:** Worked with healthcare team to coordinate care.
- **Advocacy:** Advocated for patients' needs and preferences.
- **Documentation:** Accurately recorded patient information.

Youth Educator – Summer 2017

Notre Dame of Louaize, Keserwan, Lebanon

- Successfully supervised children aged 7 to 10, fostering a safe environment conducive to learning and growth.
- Demonstrated strong communication skills to engage with children effectively, couple with empathy and patience to address their individual needs.
- Utilized creative methods to facilitate learning and development.

Education

BBA in Human Resource Management – 2026

Notre Dame University, Louaize, Zouk Mosbeh, Lebanon

Member of **Beta Gamma Sigma Honor Society**

Bachelor's in Nursing and Health Sciences – 2021

Notre Dame University, Louaize, Zouk Mosbeh, Lebanon

Baccalaureate II in Economics and Sociology – 2018

Notre Dame De Louaize, Zouk Mosbeh, Lebanon

Internships

HR Department, arcenciel, Jisr El Basha – December 2025

- Reviewed, updated, and drafted job descriptions in coordination with HR personnel to align with organizational structure and standards.
- Organized and maintained employee records and HR documentation, ensuring accuracy and completeness.
- Provided administrative support to the HR department, including documentation management and participation in projects.

HR Department, ITG Holding, Beirut – Summer 2025

- **Talent Management Team:**
 - Assisted with yearly check-ins and manager scorecards.
 - Prepared training agreements.
 - Communicated with employees to confirm attendance at trainings.
 - Assisted in the Inclusive Reports.
 - Conducted research and created PowerPoint presentations for upcoming trainings.
- **Talent Acquisition Team:**
 - Supported candidate sourcing across different roles.
 - Shadowed interviews and meetings to gain insights into recruitment processes.
 - Contacted candidates to schedule interviews and follow up on applications.
 - Organized and categorized CVs into their respective job titles.
 - Prepared and delivered a presentation on job search strategies for the upcoming internship program.

Many Medical Departments at Karagheusian Primary Health Care Center, Saint George Medical Centre (Keserwan & Beirut), Keserwan Medical Centre, Belle Vue Medical Center – 2019 till 2021

Extracurricular Activities

Supervisor for girls aged between 8 and 10, Guide du Liban, Notre Dame of Louaize, Keserwan – 2018-2019

Supervisor for people with special needs aged between 4 and 6, Guide du Liban, Notre Dame of Louaize, Keserwan – 2017

Summer Camp Supervisor, Mouvement Apostolique Marial – 2016/2017

Skills & Expertise

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|------------------------|---------------------------|
| • Leadership | • Planning & Organization |
| • Communication Skills | • Decision Making |
| • Adaptability | • Critical thinking |
| • Time Management | • Interpersonal Skills |
| • Analytical Skills | • Microsoft Office |

Languages

Arabic: Native | **English:** Fluent | **French:** Intermediate