

Farah Fawaz

Human Resources & Recruitment Consultant

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CAREER SUMMARY

Versatile Human Resources professional with proven expertise in recruitment across the Middle East and Africa, talent acquisition, onboarding, and HR operations. Accomplished in fostering employee engagement, implementing HR policies, and driving organizational growth. Skilled translator and linguist, proficient in Arabic, English, French, and Spanish, leveraging translation and multilingual skills to enhance cross-cultural communication and strengthen HR effectiveness.

Positioned to add value in dynamic, forward-thinking environments through strategic HR initiatives and a global mindset.

CORE COMPETENCIES AND SKILLS

- Talent Acquisition & Recruitment (LinkedIn Recruiter)
- HR Strategy & Policy Development
- Employee Onboarding & Performance Management
- Cross-Cultural Communication & Team Leadership
- Strong Analytical and Strategic Thinking
- Solid interpersonal and communication skills
- Sourcing, headhunting & Screening Resumes
- Interviewing and Assessment Skills
- Negotiation Skills & Problem Solving
- ATS, CRM and Microsoft Office
- Strong organization and eye for details
- Adaptability & Flexibility

WORK EXPERIENCE

HR Specialist with Marketing Expertise

Mashriq Energy | Beirut, Lebanon

Jun 2024 – Present

- Lead full-cycle HR operations, including recruitment, onboarding, employee relations, compliance, and performance management, achieving a 20% reduction in time-to-fill and increasing new hire retention by 15%.
- Optimize talent acquisition strategies using ATS, LinkedIn Recruiter, referrals, and headhunting, improving candidate quality and reducing time-to-hire by 30%.
- Design and deliver structured onboarding and training programs, enhancing new hire productivity by 25% and ensuring faster integration into teams.
- Provide HR policy guidance, manage employee relations, and resolve grievances, increasing employee satisfaction and compliance adherence.
- Support performance management initiatives, KPI tracking, and feedback processes, contributing to measurable improvements in team performance.
- Develop and manage employer branding strategies, including corporate portfolios, brochures, and website content, increasing candidate engagement and brand visibility by 30%.
- Lead social media and digital campaigns for talent attraction and internal communications, generating measurable engagement growth across platforms.

- Coordinate cross-functional collaboration with marketing, sales, and leadership teams to align HR and employer branding initiatives with business objectives.
- Oversee HR and marketing initiatives from planning to execution, ensuring alignment with organizational goals and timely delivery.
- Foster a positive workplace culture through employee engagement and development programs.

Regional Recruitment Consultant

Top Notch Consultancy | Beirut, Lebanon

Jan 2023 – May 2024

- Designed and implemented targeted recruitment strategies for mid and senior-level roles across the Middle East and Africa, successfully filling 85% of vacancies.
- Sourced, screened, and headhunted candidates through multiple channels, expanding the talent pool and increasing qualified applications by 40%.
- Conducted interviews and assessments to match candidates with client needs, achieving an 80% offer acceptance rate.
- Advised clients on candidate selection and recruitment strategies, increasing client satisfaction by 20%.
- Managed multi-platform job postings, expanding the talent pool and increasing applications by 40%.
- Provided interview guidance to candidates, boosting performance and readiness by 15%.
- Mentored and supported HR interns and fresh graduates in full-cycle recruitment practices, fostering professional growth and alignment with company standards.
- Built and maintained long-term relationships with over 200 candidates and stakeholders, fostering engagement and trust.
- Maintained accurate candidate and client records, improving tracking and reporting efficiency by 30%.

RELEVANT ADDITIONAL EXPERIENCE

Translation, Editing & Content Writing Projects | Beirut, Lebanon | 2020 – 2023

Content Writer (Part-time), Campus-J | Nov 2021 – Feb 2023

- Authored 10+ multilingual articles (Arabic, French, English, Spanish), enhancing cross-cultural communication and employee engagement skills.
- Collaborated with editorial teams to meet deadlines, strengthening project management, organizational, and workflow coordination abilities.

Translator, Editor, Proofreader, Rihan Center | July 2021 – Feb 2023

- Translated and proofread legal, business, economical, educational and medical documents across five languages (English, Arabic, French, Spanish, Portuguese), ensuring accuracy, cultural relevance, and compliance with client requirements.
- Edited and localized content for CVs, contracts, reports, and presentations, reducing client revision requests by 15% and achieving 95% client satisfaction.
- Conducted research on industry-specific terminology across legal, medical, economic, and media domains, demonstrating versatility and precision.
- Managed multiple translation projects, coordinating deadlines and client requirements, showcasing project management and organizational skills applicable to HR operations.

Subtitle Translator, Open Doors Media | Sept 2020 – Jul 2022

- Translated and subtitled 80+ media content episodes in multiple languages, ensuring linguistic accuracy and cultural relevance.
- Coordinated with production teams to track projects and deadlines, reinforcing skills relevant to HR project management and team coordination.

Internship

Top Mortgage Company

Real Estate | US

Sept 2020 – Jul 2022

- Translated key documents related to refinance loans and real estate presentations, bridging the language gap between English and Spanish.
- Conducted outreach calls to clients, enhancing sales efforts and promoting services within the financial sector.
- Developed a strong understanding of the financial sector, enhancing both language proficiency and industry expertise.

EDUCATION

Master's in Language Interpretation and Translation (Translator – Editor Section)

Saint Joseph University, Beirut

09/2020 – 06/2022

Master 1 in Arabic as a Second or Foreign Language Applied

Lebanese University, Beirut

2020 – 2021

Bachelor of Arts in Language Interpretation and Translation

Saint Joseph University, Beirut

09/2017 – 06/2020

Languages

Arabic: native

French: Full professional proficiency

English: Professional working proficiency

Spanish: Professional working proficiency (*Got my B2 level certificate from Instituto Cervantes*)

Portuguese: Elementary proficiency

Hobbies

- Reading & Writing
- Tutoring
- Swimming
- Watching series and movies
- Listening to music
- Dancing