

## MONA GHALAYINI - HR, ORGANIZATIONAL DEVELOPMENT, L & D AND ASSESSMENT SPECIALIST

**BIOGRAPHY** Experienced HR, assessor and L&D professional with a proven track record in HR operations, learning experience design, and behavioral assessment. Skilled in managing large-scale client projects, coordinating and delivering training programs actionable insights to leadership. Experienced in operational excellence with talent development initiatives, particularly in corporate and governmental settings.

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**EDUCATION** Arts, Science and Technology University in Lebanon - AUL  
BA in Business Administration  
2016 - 2019 with a high distinction (3.9/4)

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### **PROFESSIONAL EXPERIENCE** ❖ INTERNATIONAL LEADERSHIP INSTITUTE (ILI) - CONTRACT March 2020 - Present

**L&D Specialist & Assessment Specialist** | May 2024 - Present  
**HR Operations & Learning Coordinator** | March 2020 - May 2023

- **Program Design:** Design learning strategies for clients in different sectors, Universities, FMCG, Pharma, and Retail, adapting delivery styles to suit specific industry cultures.
  - **Pre-Training Assessment:** Conduct specialized assessments prior to trainings in order to map existing skill gaps.
  - **Delivering Trainings:** Deliver tailored trainings, specifically in soft skills, including communication skills, emotional intelligence, teamwork and team building, time management, negotiation skills, conflict management, change management.
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## ❖ **ADAPTIVE GLOBAL/PWC - CONTRACT**

May 2024 - Present

### **Corporate Assessor**

- Lead 1-on-1 behavioral and technical assessments for organizations undergoing structural change, ranging from large-scale Governmental entities to high-growth Pharma, FMCG and Retail firms (Mainly GCC). Projects are delivered under PwC.
- Provide objective, data-backed recommendations and development plans for workforce optimization. Evaluate individual readiness for new roles by measuring core competencies against both global benchmarks and sector-specific requirements.
- Specialized Assessment Methodologies: Competency-based frameworks and interviewing methods to evaluate talent readiness for organizational restructuring.
- Deliver comprehensive assessment reports and development plans to the higher management, identifying top-tier talent and providing a roadmap for talent recommendations during transitions.

## ❖ **SOFTECH - AINTEL**

Oct 2023 - Jan 2025

### **HR Specialist: Recruitment & HR Operations**

- Managed full recruitment cycle for technical and non-technical roles.
  - Oversaw HR operations: onboarding, contracts, records, attendance, leave, and policy compliance.
  - Supported payroll preparation, performance management coordination, and internal HR communications.
  - Organized internal training sessions and employee engagement activities.
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**CERTIFICATIONS & TRAININGS**

**Completed Certifications:**

- Certified Corporate Trainer - **Six Sigma Global Institute**
- Certified Leadership - **Six Sigma Global Institute**
- Club and Team Management - **AIE**
- Train the Trainer - **International Leadership Institute**
- Emotional Intelligence and Communication Skills - **International Leadership Institute**
- Successful Sales & Service Strategies - **STARMANSHIP & Associates**
- Internal trainings: Emotional Intelligence, Communication Skills, Sales Training, Negotiation Skills

**In Process:**

- ICF Professional Coaching Diploma - **LAU ACE** (expected completion by May 2026)
- Black Belt - **Lean Six Sigma** (expected completion by May 2026)

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**TECHNICAL SKILLS**

- ERP Systems: Oracle, HRIS, Noria, People 365, Microsoft Operations Management
- Productivity & Reporting: Microsoft: Excel, PowerPoint, Word, other tools
- Communication Platforms including Microsoft Teams, Zoom, Outlook, Gmail..

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**KEY SKILLS**

- Employee Engagement & Training, HR Operations, Recruitment
- Behavioral & Technical Assessment
- Learning Experience Design
- Project Coordination & Client Management

**REFERNCES:** Please ask for the desired references, will be shared upon request.