

Christina Yehya

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PROFESSIONAL SUMMARY:

Human Resources professional with Five years of experience in compensation and benefits, recruitment, employee development, and HR legal compliance in Lebanon. Skilled in developing and implementing internal HR policies that promote efficiency and ensure alignment with labor regulations. Committed to supporting continuous staff learning through tailored training initiatives. Also experienced in leading media and communication efforts related to employer branding, managing social media job postings and content to position the organization as an employer of choice.

EDUCATION:

Bachelor's degree in business administration – Human Resources Management (with Honors)

American University of Culture and Education – GPA:3.4/4

WORK EXPERIENCE:

Human Resources Specialist (Part-Time)

HRS Technology S.A.L (Techgenies Lebanon) | 2024 – Present

- Manage the full recruitment cycle from job posting to screening, interviewing, and onboarding new hires.
- Conduct over 200 screening calls, facilitate 100 interviews, and successfully onboard around 10 employees across various departments.
- Handle employees' insurance and NSSF registration and updates, ensuring compliance with Lebanese labor regulations.
- Lead efforts to address and resolve employee concerns and workplace issues, fostering a supportive and positive work environment.
- Collaborate with the global HR team to streamline and enhance HR processes, improving coordination and efficiency between international offices.

Outreach & HR Officer

Rural Entrepreneurs NGO | GIL Project, 2024 – Present

- Managed the recruitment and onboarding process for project staff and interns, ensuring alignment with organizational and donor requirements.
- Handled employee files, attendance and NSSF documentation, maintaining accuracy and compliance with Lebanese labor laws.
- Worked closely with management to resolve employee concerns and strengthen communication between teams.
- Led outreach activities to engage youth and women across different regions, promoting participation in entrepreneurship and capacity-building programs.
- Delivered training sessions focused on career guidance, CV writing, and Social Entrepreneurship.

Operations Coordinator & HR Consultant

Atayeb Al Jabal | Dayme Project, May 2025 – January 2026

- Supported the planning and implementation of project activities, ensuring alignment with objectives and timelines.

- Lead the recruitment, onboarding, and HR management processes.
- Provided guidance on HR policies and procedures, contributing to a structured and efficient work environment.
- Collaborated with project management to monitor project progress, report outcomes, and improve operational processes.

HR Generalist

Medical 2000 Hospital | 2021-2023

- Managed the full recruitment cycle for medical and administrative staff, including job postings, screening, interviewing, and onboarding.
- Administered employee records, payroll, insurance, NSSF, and benefits, ensuring compliance with labor laws and hospital policies.
- Developed and implemented HR policies and procedures while addressing employee concerns to maintain a positive work environment.
- Coordinated staff training and professional development programs to enhance skills and support hospital operational standards.

PROFESSIONAL DEVELOPMENT

- Lebanese NSSF and Payroll** – Business Learning Center, 2025
- Business Design Thinking** – Nawaya Network, GIL Project, UNICEF,2024
- Business Development** – Nawaya Network, GIL Project, UNICEF,2024
- Crises Management** – Rural Entrepreneurs, GIL Project, UNICEF, 2024

KEY SKILLS:

Talent Acquisition & Recruitment	CV Screening & Shortlisting	Employee Relations
HR Policies & Compliance	Employer Branding	Performance Management
Labor Law Knowledge	Talent Acquisition	Public Speaking
Team Collaboration & Leadership	Communication Skills	MS Office Suite
Time Management	Adaptability	Multitasking

LANGUAGES:

- Arabic – Native
- English – Fluent