

JANA JABER

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Beirut, Lebanon

Results-driven BBA student specializing in Human Resources Management at Haigazian University with strong leadership, communication, and teamwork skills. Committed to fostering inclusive workplaces and building positive team dynamics. Eager to apply HR knowledge and strategic thinking in dynamic organizational environments.

EDUCATION

Haigazian University

BBA- Human Resources Management

- *Merit Scholarship Recipient*
- *Honors (Cum Laude) Graduate*

Beirut, Lebanon

Completed-2026

College al Maanieh

Lebanese Baccalaureate Life Science Certificate

- Graduated with high distinction
- Placed between the top 12 highest scoring students in the official exams in Beirut

Beirut, Lebanon

Completed-2022

EXPERIENCE

Information Technology Group (ITG)

Talent Management Internship

- Assisted with recruitment, onboarding, and employee engagement activities.
- Supported training coordination, HR reporting, and talent management processes.

Beirut, Lebanon

May 2026-June 2026

Haigazian University -Center for Continuing Education

Program Recruitment Internship

- Promoted efficient office management and administration
- Showcased strong organizational skills with attention to detail
- Used LinkedIn Sales Navigator to identify and source potential candidates.

Beirut, Lebanon

January 2026-May 2026

Banque du Liban

Internship Trainee

- Enrolled in an intensive program covering the functions of the multiple departments at the Central Bank
- Gained a better understanding of the banking sector in Lebanon and the coordination that takes place between private and public institutions

Beirut, Lebanon

July 2024-August 2024

CERTIFICATES

Haigazian University

Certificate in Entrepreneurship Coaching

Completed-2026

Lebanese American University (LAU)

Certificate in Case Solving, Financial Analysis, and Data Visualization and Communication Tools

Completed-2025

Learn Business Center

Certificate in NSSF and Payroll Fundamentals

Completed-2025

Haigazian University

Certificate granted based on the successful completion of the “Excel for Business: Mastering Computer Literacy” workshop

Completed-2025

SAP x INJAZ Al-Arab x PMI

Certificate of training on “Financial Literacy” gained upon the completion of the JAHEZ virtual forum presented by SAP, INJAZ Al-Arab, and PMI

Completed-2024

INJAZ Al-Arab

Certificate granted based on the successful completion of INJAZ’s “Data Science” Program

Completed-2024

INJAZ Al-Arab x PMI

Certificate granted based on the successful completion of PMI’s “Project Management” Program

Completed-2024

ProAble Academy

Certificate in “Essentials of Disability and Inclusive Recruitment”

Completed-2023

EXTRACURRICULAR ACTIVITIES

Haigazian University

Haigazian University Business Society Social Media Manager

February 2025-Present

•Contributed to a society that exemplifies collaboration, vision, and excellence.

Beirutopia

Community Development Volunteer

July 2024-August 2024

• Assisted in workshops and activities designed to stimulate critical thinking and creativity
•Designed a job description that included a list of volunteer duties, qualifications, and responsibilities with the aim of recruiting future volunteers

SKILLS

- Programming and Database Languages: Python, MySQL
- Statistical Tools: SPSS
- Microsoft Office Suite: Word, Excel, PowerPoint, Outlook
- Collaboration and Communication Tools: Microsoft Teams, Zoom
- Empathy and social influence
- Dependability and attention to details

LANGUAGES

- Arabic, native
- English, fluent

INTERESTS

- Coaching and mentoring
- Training and development
- Taking part in HR-related research

REFERENCES

Available upon request