



# LARA HAYEK

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## PROFESSIONAL SUMMARY

A person who continually maintains a positive attitude while interacting with demanding associates to ensure high level of office engagement; and has the ability to maintain cultural sensitivity, establish strong bonding with members of diverse groups, and promote team cohesiveness.

## SKILLS & ABILITIES

- Well-developed analytical and interpersonal skills. Proactive, accurate and well organized.
- Active in follow up with good time management skills.
- Microsoft Office professional proficiency.
- Ability to manage multiple tasks with tight deadlines and high quality standards.
- Excellent communication and presentation skills; ability to communicate with people at all levels from different backgrounds.
- Prepare and conduct seminars, workshops and other events.
- Leadership Skills

## WORK HISTORY

**MARS Lebanon** – Beirut

**2010 – 2018**

***Assistant HR Manager*** (2011 – 2018)

- Maintained a healthy well-being work atmosphere through activities to increase “Engagement Level” of Levant Office.
- Maintained a positive working environment through leading the “Office Engagement and Gallup Scores”.
- Lead, organized and implemented CSR project “Move it Lebanon Campaign” in Jbeil Public Garden
- Lead, organized a Mars Volunteer Program. Reconstructed “Life Center” for poor people and street children.
- Provided full support in recruiting and on boarding process.
- Managed regional onboarding website for the company to facilitate for associates easy online boarding process.
- Prepared and lead “Passion for Chocolate” training for all new joiners across the region
- Maintained an effective execution of compensation plans and associate’s benefits
- Made sure that compensations and benefits are always up to date and in parallel with the market to ensure smooth work environment for all associates
- .Being a role model for the policies and procedure of the company and requested some changes to fit our culture
- Handled the position of HR Manager during her maternity leave.
- Prioritized associates and company’s’ needs to develop and grow through developing and/or creating needed trainings
- Team member of the Gallup Survey Committee.

- Supported in designing and implementing new strategies/ programs to support compensation strategy and business needs
- **Office Administrator (2010 – 2011)**
- Entered numerical data and scanned documentations into the database in a timely and accurate manner.
- Personal Assistant to the Regional Director.
- Supported in registering associates with Health and Life Insurance.
- Lead the “LEAN Office Process” in Mars Levant Office.
- Provided full support for IS – Commercial-Finance and accounting functions.
- Ordered and distributed office supplies while adhering to a fixed office budget.
- Coordinated domestic and international travel arrangements, including booking airfare, hotel and transportation for the Leadership Team.
- Managed office supplies, vendors, organization and upkeep.
- Screened applicant resumes and coordinated both phone and in-person interviews.

**British Heart Foundation – UK Ely**  
*Charity Shop Volunteer*

**2008 – 2009**

**American Community School - Ras Beirut**  
*Assistant Nursery Teacher*

**2007 – 2008**

**Saint Mary's Orthodox College – Makhoul, Beirut**

**1999 – 2007**

**Head of Preschool Division (2004 – 2007)**

- Provided leadership and direction to staff and preschool children as well as maintaining smooth flow of the educational curriculum (ages 3-5).

**Assistant Head of Preschool Division (2001 – 2004)**

- Followed up on a day to day basis with teachers and students and assisted the Head of Department in administrative tasks.

## FreeLancing

**BeEvent Company in cooperation with World Vision**

**Sep 2017 Dec 2017**

Conducted Trainings for registered NGOs (بناء غدا افضل)

Trainings were given in different schools in Bierut and Tripoli. The Training's mission was to prepare the new generation for their first step after university and to motivate them to work for charities as volunteers.

Conducted Trainings for Schools in very poor areas in Beirut

**Feb 2018 May 2018**

Target audience were the parents to raise awareness against Child Violence and how to raise our children in better positive ways.

## EDUCATION

**Associate of Arts: Early Childhood Education BT3**  
**Specialized in Learning Difficulties**  
**Thevent College – Rabweh, Lebanon**

**1998**

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## CERTIFICATIONS

<b>MARS Inc</b> <b>Crucial Conversation</b> (Certificate)	<b>2013</b>
<b>AUB University</b> <b>Bringing People On Board</b> (Certificate)	<b>2012</b>
<b>MARS Inc</b> <b>Train the Trainer</b> (Certificate)	<b>2011</b>
<b>Haigazian University -</b> <b>Job Design and Description</b> (Certificate) <b>Organizational Behavior</b> (Certificate)	<b>2011</b>

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## LANGUAGE PROFICIENCY

**Arabic** (Native Proficiency)  
**English** (Professional Proficiency)  
**French** (Limited Proficiency)