

AYA SAADEH

Hariri street, Farah bldg. 1st floor, Corniche El Mazraa, Beirut, Lebanon
Mobile: +961-78-836898 Phone: +961-1-303695
Email: ayasaadeh8@gmail.com

NATIONALITY

CANADIAN/LEBANESE

EDUCATION

From 7/ 2017-6/2018 Beirut, Lebanon	Lebanese American University -LAU Human resources management diploma
From 9/2011-5/2014 Beirut, Lebanon	American University of Beirut -AUB Bachelor in Food science & Management Dean's Honor List & ranked first for two consecutive semesters (fall 2011/spring2012) Cum.GPA 82.59
From 10/1996-6/2011 Beirut, Lebanon	International College-IC French Baccalaureate in Economics & Sociology Graduated with Distinction

WORK EXPERIENCE & INTERNSHIPS

From 11/2017-1/7/2018	Nymcard SAL	Beirut Digital District, Lebanon
	Position Held: HR officer/ Office Manager	
	<ul style="list-style-type: none">o Resume Hunting and filteringo Conducted interviews with HR managero Trained internso Inputted all employee files and data into the systemo Managed office supplies and purchaseso Organized employee events	
From 07/2016 -11/2017	Easy Go SARM –Fashion consignment company	Hazmieh, Lebanon
	Position Held: Executive Assistant	
	<ul style="list-style-type: none">o Communicating with buyers and sellerso Conducting interviews for internship positionso Training interns and planning internship programso Creating startup company manual knowhowo Inputting Financial data & working with auditors	
From 08/2014 -07/2016	Nutrition &Diet Center	Beirut, Lebanon
	Position Held: Food technology & innovation program	
	<ul style="list-style-type: none">o Participated in the cycle of SAP business one program (field of production)o Repeated all recipe intakes including: Hot section, salad section, European and Arabic sweeto Created and standardized recipe booklets for each diet program and menus	
From 8/06/2014 - 9/08/2014	Nestlé	Dbayeh, Lebanon
	Position held: Sales intern	
	<ul style="list-style-type: none">o Worked in the Sales department and experienced sales procedure at Nestléo Conducted shopper insights and consumer behaviour studies in Major supermarkets (Carrefour, Spinney's...).o Worked on "Cream" project: "Moving from a sales mindset to business development"o Presented monthly presentations to managers	
06/2013- 08/2013	AREC (agricultural research and education center)	Bekaa, Lebanon
	Position held: Intern	
	<ul style="list-style-type: none">o Rotated around every sector of the farm including: poultry, fresh produce, Dairy...o Conducted weekly reports and presentation about our work and observation to the supervisoro Experienced on the field work such as milking, slaughtering, dairy production, packaging...	

ACHIEVEMENTS & ACTIVITIES

November 2013	Dubai 8th International Food Safety Conference (DIFSC)	Dubai, U.A.E.
	Five days Seminar at the Dubai International Convention and Exhibition Center	
10/2011-04/2014	American University of Beirut	Beirut, Lebanon
	Fashion Club member (2011-2012)	
	<ul style="list-style-type: none">○ Usher in orientation day for new students (2013)○ Safety team in AUB outdoors (2014)	
09/2008 to 05/2009	International College	Beirut, Lebanon
	<ul style="list-style-type: none">○ 90 hours of community service (2008-2011): serving NGOs, orphanages, public libraries and soup kitchens	

PERSONAL SKILLS

COMPUTER SKILLS: SAP business one, MS Word, Excel, Power Point, Access, Outlook, Internet use...

LANGUAGES: Fluent in English, Arabic and French with basic knowledge in Spanish (writing, reading and speaking)

SOFT SKILLS: Leadership, Team Work, Presenting, Organizational, Time efficient.

TECHNICAL SKILLS: Supervising, Training and Helping.

INTERESTS AND HOBBIES

- Sports: swimming and dancing.
- Food-related: cooking and trying new restaurants in town
- Cultural: traveling and meeting new people.
- Social: organizing birthdays, gatherings and reunions with friends & family

REFERENCES

_____ Available upon request