

Leen About Taka

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PROFESSIONAL SUMMARY

Results-driven HR professional with expertise in recruitment, employee relations, HR compliance, and corporate development. Skilled in policy development, contract drafting, performance management, and workforce planning. Adept at HR reporting, data analysis, and conflict resolution, ensuring efficiency and compliance. Strong communicator with a strategic, ethical, and adaptable approach to HR leadership.

EDUCATION

American University of Beirut (AUB)

Aug. 2024 – Jan 2026

Master's degree in human resources management

GPA: 4.0

American University of Science and Technology (AUST)

Oct 2018 - June 2021

Bachelor's degree in management with emphasis in Human Resources Management

GPA: 3.85 – High Distinction

EXPERIENCE

Resilience Consulting Group (Project Basis)

Aug. 2024 – Present

HR & OD Specialist

- Managed end-to-end hiring processes for marketing-related roles, including crafting job descriptions, sourcing candidates, conducting interviews, and making selection recommendations.
- Designed and implemented 360-degree performance evaluation appraisals, employee engagement initiatives, and development programs to enhance workforce effectiveness.
- Drafted and reviewed employment contracts, memorandums of understanding, and company policies to ensure compliance and alignment with organizational goals.
- Conducted research on employee needs, HR best practices, and organizational challenges to support data-driven decision-making and policy development.
- Lead HR and corporate development projects, including structuring affiliate programs, improving employee retention strategies, and optimizing organizational processes.

PFC International

Nov. 2022 – Aug. 2024

HR Officer

- Managed the full hiring process, including job postings, sourcing, screening, interviewing, assessments, offer negotiations, and onboarding to ensure seamless candidate experience.
- Addressed employee concerns, handled grievances, facilitated conflict resolution, and implemented disciplinary actions to maintain a positive and compliant workplace.
- Maintained accurate employee records, ensured adherence to labor laws, updated HR policies, generated key HR reports, and oversaw payroll coordination.
- Conducted performance evaluations, provided feedback, identified training needs, and developed employee growth programs to enhance skills and career progression.

PFC International

Nov. 2021 – Nov. 2022

Business Support Officer

- Drafted and negotiated MOUs, employment contracts, and NCNDAs, ensuring clarity, compliance, and mutual benefit for all parties.
- Built and maintained a strong candidate database, sourced talent through various platforms, screened applications, conducted interviews, and facilitated the hiring process.
- Developed job descriptions, interview questions, and assessments aligned with role requirements while maintaining organized recruitment reports and ensuring documentation accuracy.
- Generated periodic recruitment reports, tracking hiring trends and candidate pipelines to optimize talent acquisition strategies and workforce planning.

Spine Care Centre

April 2019 – Nov. 2021

Administrative Officer

- Oversaw daily administrative functions, ensuring efficiency and compliance with policies.
- Developed, reviewed, and implemented administrative procedures to streamline operations.
- Managed supply inventory, equipment maintenance, budgeting, and expense reporting.
- Maintained organized records and coordinated with auditors on necessary matters.

EXTRACURRICULAR ACTIVITIES

- HR Manager at OSB Review 2025
- Member of the Beta Gamma Sigma International Honor Society 2025
- Post Graduate Program in Project Management, Simplilearn 2022
- High Distinction and President Award 2022
- Lebanese American University's Case Competition 2021
- Third Place in Hult Prize Competition, AUST On-Campus Event 2020
- Honors in Michigan Language Assessment (ECPE), University of Michigan 2019
- ICDL Profile Certification (Presentations, Word Processing, and Computer Essentials) 2019

SUMMARY SKILLS

Languages: Fluent in Arabic and English, Proficient in French

Soft skills: Talent Acquisition & Recruitment, HR Compliance & Policy Development, Employee Relations & Conflict Resolution, Performance Management & Development, Contract Drafting & Negotiation