**Personal Information**

* **Name:** Stephanie Nasr
* **Date of birth:** 22 October 1993
* **Nationality:** Lebanese
* **Status:** Single
* **Address:** Tripoli, Lebanon
* **Phone:** +961-70-311202
* **Email:** Stephanie.nasr@gmail.com

**Objectives**

* Seeking a suitable position where I can:
* make use of my skills and education
* research and expand my knowledge

**Education**

* **University Of Balamand** Koura-Lebanon:
* **Master in Human Resource Management** (2015-present)
* **University Of Balamand** Koura-Lebanon:
* **Bachelor of Business Administration** majoringin Tourism and Hotel Management (2011-2014)
* **Lycée Franco-Libanais Alphonse De Lamartine** Koura-Lebanon :
* **French baccalaureate degree** in Sociology & Economics (2010-2011)

**Experience**

* **Recruitment Officer at the Human Resources Department**

July 2016- Present at the CCStaffing International

**Key Responsibilities:**

• Analysis of customer requirements in terms of open positions or get vacancy details from employers  
• Help in creation of job description  
• Conduct study to understand any new job requirement in order to find the right candidates  
• Find the right candidates through the use of multiple tools like: Recruitment databases, LinkedIn, recruitment sites, social networking sites etc…  
• Interviewing and testing job seekers to build a pool of people ready to fill vacancies  
• Matching candidates to suitable jobs  
• Screening and shortlisting candidates before employers interview them  
• Building good relationships with customers though open communication, regular updates & professional work  
• Keeping in touch with job seekers in company database  
• Meeting targets deadline for the number of vacancies  
• Keeping records of clients, employers and vacancies  
• Finding and approaching candidates for executive or specialist jobs  
• Establish direct contact with candidates to explain any details related to Position or offer  
• Maintain accurate and up-to-date records of all communications and submissions  
• Organize Folders and documents as per company standards

* **Trainee at the Human Resources Department**

Summer 2013 at the InterContinental Phoenicia Beirut Hotel

* **Waitress**

Fall of 2011 and spring 2013 at the School of Tourism and Hotel Management’s restaurant at the University Of Balamand.

* **Student work- Administrative assistant**

Fall 2012 at the University Of Balamand.

* **Trainee at the Food and Beverage Department**

Summer 2012 at the InterContinental Phoenicia Beirut Hotel

**Skills & Languages**

* Fluently speaking, reading and writing: Arabic, French and English.
* Computer skills: Microsoft Office; Outlook; Excel; PowerPoint; Opera
* Communication and interpersonal skills

**References**

* Mrs. Hala Farhat

Lecturer & Advisor

School of Tourism & Hotel Management

Faculty of Business & Management

University Of Balamand

Al Koura, North Lebanon

Email: hala.farhat@balamand.edu.lb

Office: 00961-6-930250 Ext: 4522

* Mr. Laurent Yacoub

Lecturer & Advisor

School of Tourism & Hotel Management

Faculty of Business & Management

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* Mr. Mohamed Azakir

Human Resources Manager

InterContinental Phoenicia Hotel

Minet El Hosn, Beirut, Lebanon

* Mrs. Hala Khayr

BBA Chairperson

Faculty of Business & Management

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