

Rima B. Dahdah

Education	Sept '13 – Dec '15	Master of sciences MSc (major in Management) from Holy Spirit University of Kaslik USEK
	Sept '10 – June '13	Bachelor of business administration degree (major in Human Resources Management HRM) from Notre-Dame University NDU
Experience	Mar '17 – Dec '17	Talent Development Specialist: Formatech Integrated Learning Centers, Sodeco – Lebanon - Design training materials up to the standards and growing the business division through initiatives and creative ideas
	Oct '12 – Dec '16	Part-Time Senior Trainer and Project Executive: Green Developers Company, Jounieh – Lebanon Tasks: Under the direction of the General Manager: - Attend meetings as assigned for the purpose of conveying and/or gathering information required - Attend the orientation and training sessions organized by the Company - Respect and execute the instructions and recommendations given in the training sessions - Update the mission's policies, processes, and practices as recommended - Conduct research, analysis, and reporting - Monitoring reports and evaluations - Take proper actions to close gaps, regular measurement reporting - Participate to the preparation of the training sessions: materials, presentation and activities - Identify and report areas of concern for management intervention - Uphold commitment to and participate in quality assurance policies, practices and activities
	Sept '13 – Sept '14	Development, Training and Communication Officer: Food and Drug Corporation FDC, Verdun – Lebanon - Conduct orientation programs - Conduct performance analysis - Event planning (annual lunch, job fairs...) - Training needs analysis - Coordinate and attend trainings - Create and update job descriptions - Conduct mid and end probation periods evaluations for all new joiners - Follow up on promotions - Follow up on transfers - Motivate employees - Conduct exit interviews - Follow up on employee suggestions

Certificates	- Learning and Development (Formatech Lebanon – 2017) - Time and Priority Management (Formatech Lebanon – 2017) - Public Speaking and Presentation Skills (Formatech Lebanon – 2017) - Professional Business Writing (Formatech Lebanon – 2017) - Advanced Power Point (Formatech Lebanon – 2017) - ISTD Affiliate Trainer (BCTS Lebanon – 2015) - Train of Trainers (BCTS Lebanon – 2015) - Employee Orientation (mynditude Lebanon – 2014) - International Colloquium: Corporate Governance across Ethics, Culture and Citizenship: What to give and what to expect? (USEK Lebanon – 2014)
Personal Data	- Fluent English and Arabic; Fair French - Have the following skills: Materials development and design, analytical and research skills, business writing, training, quality control, excellence, creativity and innovation, customer focus and relationships, public speaking and presentation skills, leadership skills, team work, time management, flexibility, project management, communication, emotional intelligence and motivational skills - Holder of double nationality: Lebanese and Venezuelan
IT Skills	Microsoft office world, excel, power point and SPSS
References	Available upon request