**[Your Name]**  
[Your Canadian Address] | Mobile: [+1 777-777-7777] | Email: [youremail@gmail.com] | LinkedIn: [linkedin.com/in/yourprofile]

**Professional Summary**

Dynamic and results-oriented professional with a Master’s in Business Administration from the University of Ottawa and extensive experience in program assistance and training operations within multinational corporations. Seeking to leverage my skills and expertise in a challenging role at a forward-thinking organization.

**Education**

**Master’s in Business Administration (MBA),** 2013  
University of Ottawa, School of Business

**Diploma in Business Administration,** 2010  
University of Ottawa, School of Business

**Professional Experience**

**Program Manager,** Microsoft Dallas, Texas  
(September 2017 - Present)

* Spearheaded the preparation and execution of term programs, enhancing operational efficiency and participant satisfaction.
* Streamlined registration processes and logistical arrangements for over 100+ events, resulting in a 20% increase in attendance.
* Developed and managed digital content for social media platforms, growing the program’s online presence by 30%.

**Training and Recruitment Officer,** Arab Bank p.l.c, Dallas, Texas  
(March 2014 - June 2016)

* Designed and implemented comprehensive training programs, aligning with strategic objectives and resulting in a 15% improvement in employee performance metrics.
* Led recruitment campaigns that filled 50+ positions, reducing hiring time by 25% and turnover by 10%.
* Managed HR systems and processes, ensuring compliance and improving employee satisfaction scores by 20%.

**Professional Qualification & Training**

* Microsoft Admin Certification2022
* Volunteer Experience: Beirut Marathon (2011),
* Blood Bank Drive at AUB (2010), Saint Jude Cancer Center (2009)
* Leadership Roles: Student Orientation Guide at AUB (2010),
* Graduation Ceremony Organizer at AUB (2009,)

**Skills**

* **Technical Skills:** Proficient in Microsoft Office Suite, HR Management Systems, Social Media Management
* **Soft Skills:** Strong leadership, communication, and organizational skills; adept at problem-solving and project management

**Languages**

* English (Fluent)
* French (Intermediate)

**Interests**

* Volunteering, Latino Dancing, Marathon Running