

EDUCATION * CERTIFICATIONS

Degree	Institute	Subject	Year
PhD	University of Leeds	Human Resource Management Knowledge Management	2012
MBA	Lebanese American University	Business Administration	2006
BBA	American University of Beirut	Business Administration	2001
Certified Online Faculty	Laureate International Universities	Online Education	2014
Professional in Human Resources (PHR)	Human Resource Certification Institute	Human Resource Management	2006
SHRM Learning system	Society for Human Resource Management	Human Resource Management	2006
Lebanese Baccalaureate II	Saint Mary Orthodox College	Philosophy	1998

ACADEMIC EXPERIENCE

Position	Institute	Role	Year
Teaching Instructor	Rutgers University – School of Management and Labor Relations	Designing and delivering courses in Human Resource Management and Organizational Behavior	Sep., 2014- Ongoing
	<ul style="list-style-type: none"> ➤ Designing and delivering lectures ➤ Structuring modules ➤ Designing teaching material (in class and on the virtual learning system) ➤ Assessing student work ➤ Providing support for students as needed 		
Online Faculty	University of Roehampton – Management Division	Delivering modules in Human Resource Management	August, 2014- Ongoing
	<ul style="list-style-type: none"> ➤ Mentoring students through online mediums ➤ Providing continuous formative feedback ➤ Conducting synchronous sessions ➤ Assessing student work ➤ Providing support for students as needed 		
Visiting Assistant Professor	University of Cincinnati – Organizational Leadership and Human Resources Program	Designing and delivering courses in Human Resources Management, Organizational Behavior and Leadership	August, 2013 – August, 2014
	<ul style="list-style-type: none"> ➤ Designing and delivering lectures ➤ Structuring the initial design of the courses ➤ Preparing teaching material (delivered in class and on the virtual learning system) ➤ Assessing student work ➤ Assisting and advising students beyond the classroom ➤ Advising students throughout their capstone projects ➤ Coordinating with colleagues to evaluate and develop modules design and delivery ➤ Contributing to the Human Resources program assessment 		

Lecturer	University of Leeds –	Designing and delivering modules in Human Resources	Sep, 2009 –
Teaching Assistant	Business School – Employee Relations Department	Management, Employee Relations, Economics, Organizational Theory, Organizational Behavior, Research Methods	April, 2012
		<ul style="list-style-type: none"> ➤ Designing and delivering lectures and seminars ➤ Contributing to the design of the modules ➤ Preparing teaching material (delivered in class and on the virtual learning system) ➤ Assessing student work ➤ Assisting and advising students beyond the classroom ➤ Coordinating with colleagues to evaluate and develop modules design and delivery 	
Teaching Assistant	University of York	Contributing to the design and delivery of the Critical Management Studies module	Jan, 2010 – March, 2010
		<ul style="list-style-type: none"> ➤ Designing and delivering seminars ➤ Preparing teaching material (delivered in class and on the virtual learning system) ➤ Assessing student work ➤ Assisting and advising students beyond the classroom ➤ Coordinating with colleagues to evaluate the module delivery 	
Graduate Assistant	Lebanese American University	Assisting in research and teaching at the management and marketing department	June, 2004 – June, 2006
		<ul style="list-style-type: none"> ➤ Conducting secondary research ➤ Writing critical literature reviews ➤ Collecting and analyzing quantitative data ➤ Assessing student work ➤ Assisting in teaching and preparing the teaching material ➤ Assisting in conference preparation ➤ Contributing to academic articles 	

PROFESSIONAL EXPERIENCE

Position	Organization	Role	Year
HR Manager	ASSAHA	Managing the HR function of an international restaurant and hotel management firm (800 employees)	Jan, 2007 – July, 2007
		<ul style="list-style-type: none"> ➤ Designing, developing and implementing HR practices and procedures ➤ Planning, Organizing, and controlling HRD activities, including training programs ➤ Conducting job analysis and updating job descriptions ➤ Developing policies, procedures and work rules ➤ Handling full personnel responsibilities and ensuring legal compliance ➤ Recruiting all positions and participating in the selection process ➤ Resolving conflicts between employees and management and conducting exit interviews ➤ Evaluating the Department through HR metrics ➤ Supervising the personnel coordinator and HR assistant ➤ Reporting to the GM and communicating change to employees 	
Recruiting Officer	Merilink	Recruiting for an African based trade firm (500 employees)	Jan, 2004 – March, 2006
		<ul style="list-style-type: none"> ➤ Sourcing candidates from Lebanese universities ➤ Conducting primary interviews ➤ Coordinating with head office concerning job vacancies and requirements ➤ Conducting feasibility studies of new business prospects 	

Purchasing Officer	The Sultan Centre	Managing 7 departments within a leading retail stores firm in the Middle East region (4000 employees)	April, 2002 – Nov, 2003
	<ul style="list-style-type: none"> ➤ Supply side management: sourcing products, negotiating with suppliers, issuing orders ➤ Inventory Management: managing production and inventory of more than 8000 items ➤ In charge of product pricing and display ➤ Auditing operations in all the 7 perishable departments ➤ Responsible of more than 70 employees of which 4 personal assistants and 7 teams led by floor department managers. ➤ Reporting directly to the COO ➤ Responsible for sales and customer satisfaction ➤ Analyzing financial reports and monitoring departmental sales periodically ➤ Achievements: Increasing the sales by 27% and profit by 40% 		
Associate Consultant	Team International	Working on a restructuring project within a regional management consulting firm active in MENA region	Jan, 2002 – March, 2002
	<ul style="list-style-type: none"> ➤ Constructing a SWOT analysis ➤ Designing organization charts ➤ Writing department and job descriptions ➤ Analyzing employee questionnaires 		

UNIVERSITY SERVICE

Activity	University	Year
Serving on the Online Education Committee of the Human Resource Management Department	Rutgers University	2015-ongoing
Developing and designing the “Introduction to Human Resource Management” and “HR Strategy I: Introduction” courses to be offered fully online	Rutgers University	2015-ongoing
Working on a proposal to increase Rutgers’ recruitment initiatives targeting Saudi students	Rutgers University	2015-ongoing
Assessing current and future trends of international students at the national, state and university levels. The study aims to help the department in focusing its international student recruitment efforts on selected countries.	Rutgers University	2015-ongoing
Serving on the Human Resources graduate program assessment panel	University of Cincinnati	2013/2014
Developing the HR Consulting course	University of Cincinnati	2013/2014
Advising students on their capstone projects	University of Cincinnati	2013/2014
Serving on a committee to develop the Management Research Practice module. My part was to develop the seminar activities and lectures addressing quantitative and qualitative research methods.	University of Leeds	2010

TEACHING EXPERIENCE

Course	Institute/Division	Year
Staffing Undergraduate Level	Rutgers University – Human Resource Management Department	2015 - ongoing
Global HR Management Undergraduate Level	Rutgers University – Human Resource Management Department	2015 - ongoing
Introduction to HR Management Undergraduate Level	Rutgers University – Human Resource Management Department	2014 - ongoing
Organizational Behavior	Rutgers University – Human Resource Management Department	2014 –

Graduate Level		ongoing
Organizations and the Business Environment Graduate Level	University of Roehampton – Management Division	2015
HR Consulting Graduate Level	University of Cincinnati – Organizational Leadership/Human Resources Division	2014
Foundations of Leadership Undergraduate Level	University of Cincinnati – Organizational Leadership/Human Resources Division	2014
International HR Management Graduate Level	University of Cincinnati – Organizational Leadership/Human Resources Division	2014
International HRM Undergraduate Level	University of Cincinnati – Organizational Leadership/Human Resources Division	2014
Economics of HR Graduate Level	University of Cincinnati – Organizational Leadership/Human Resources Division	2014
Staffing Organizations Graduate Level	University of Cincinnati – Organizational Leadership/Human Resources Division	2013
Introduction to HR Management Undergraduate Level	University of Cincinnati – Organizational Leadership/Human Resources Division	2013
Individual Behavior in the Workplace Graduate Level	University of Cincinnati – Organizational Leadership/Human Resources Division	2013
Introduction to HR Management Undergraduate Level	University of Leeds – Business School – Work & Employment Relations Division	2011/ 2012
Economic Institutions Undergraduate Level	University of Leeds – Business School – Work & Employment Relations Division	2011
Contemporary Industrial Relations Undergraduate Level	University of Leeds – Business School – Work & Employment Relations Division	2010/ 2011
Business and Society Undergraduate Level	University of Leeds – Business School – Work & Employment Relations Division	2011
Management Research Practice Undergraduate Level	University of Leeds – Business School – Work & Employment Relations Division	2010/ 2011
Critical Management Studies	University of York – Management School	2010
Labor Economics Undergraduate Level	University of Leeds – Business School – Work & Employment Relations Division	2010
Management, Work and Organization Undergraduate Level	University of Leeds – Business School – Work & Employment Relations Division	2009
Organization of Business Undergraduate Level	University of Leeds – Business School – Work & Employment Relations Division	2009

WORK-IN-PROGRESS PUBLICATIONS

Title	Publication Type
Assessing current and future trends of international students in the United States of America	Policy Report or Trade Article
How Human Resource Practices Support Knowledge Management Strategies?	Refereed Journal Article
Knowledge Management Strategies: Drivers, Mechanisms and Facets	Refereed Journal Article

PUBLICATIONS

Title	Publication Type	Publisher	Year
Aligning human resource management to knowledge management within the UK management consulting sector	PhD Thesis	University of Leeds	2012
The effect of physical structure on working and personal behaviour: an investigative case study at an educational institution	Refereed Journal Article	Journal of Academy of Business and Economics	2009
Linking performance appraisal to knowledge management activities in the management consultancy sector in the UK	Refereed Conference Developmental Paper	British Academy of Management Conference	2011
Knowledge work and workers: a critical literature review	Refereed Working Paper	Leeds University Business School	2008
The middle management: essential to preserve skills and administrative knowledge	Magazine Article	International Economics	2008
The knowledge worker: the essential success factor in the knowledge economy	Magazine Article	International Economics	2008
The sustainable need for training and re-training	Magazine Article	International Economics	2008
The knowledge economy: a challenge facing the Arab World	Magazine Article	International Economics	2008

SELECTED CONFERENCES

Contribution/Title	Participation Method	Host	Year
Linking performance appraisal to knowledge management activities in the management consultancy sector in the UK	Developmental paper Presentation	British Academy of Management	2011
Links between performance appraisal and knowledge management: potentials and evidence from the management consultancy sector in the UK	Abstract Presentation	European Sociological Association	2011
Human resource management in knowledge management	Abstract Poster	Leeds University Business School	2008/2009
Overcoming knowledge management barriers and implementation problems through human resource management practices	Presentation Poster	Centre for Employment Relations Innovation & Change	2008
Diversity, Inclusion and Representativeness: Challenges for the Professions	Attendance	Economic and Social Research Council	2009
Contemporary Employment Relations Issues – Seminar Series	Attendance	Centre of Employment Relations, Innovation & Change	2007-2012
Contemporary Business Issues – Seminar Series	Attendance	Leeds University Business School	2007-2012

SELECTED TRAINING

Subject	Provider	Year
Online and Hybrid Learning	Sixth Annual Conference of the Center for Online and Hybrid Learning and Instructional Technologies	2015
Adapting Sakai to your Syllabus	Rutgers University, Office of Instructional & Research Technology,	2014
Introduction to Sakai	Rutgers University, Office of Instructional & Research Technology,	2014
Faculty Training in Online Learning – Management Program	Online, Laureate Online Education/University of Roehampton	2014
Online Learning Environment Orientation Course	Online, Scholar Exchange	2014
Blackboard Learning Management System	University of Cincinnati, Center for Enhancement of Teaching & Learning	2013
The Teaching Syllabus	University of Cincinnati, Center for Enhancement of Teaching & Learning	2013
Writing Strategies for Publication	University of Cincinnati, Center for Enhancement of Teaching & Learning	2013
Active Learning for Large Enrollment Courses	University of Cincinnati, Center for Enhancement of Teaching & Learning	2013
Using Nvivo (Fundamentals and Advanced)	University of Leeds, Information Systems Services	2008/ 2010
Research methods - using SPSS (Factor analysis and ANOVA testing)	University of Leeds, Information Systems Services	2009
Interview skills for research staff: tips and practice	University of Leeds, Career Centre	2008
Critical Realism in Action Workshop	University of Leeds, Northern Advanced Research Training Initiative	2008
Industry Studies and Structured Comparative Case Methodology Workshop	University of Manchester Business School, Northern Advanced Research Training Initiative	2008
Working with MS Word to produce Transfer Reports, Thesis and other Long Documents	University of Leeds, Information Systems Services	2008
Using Excel for Research Data (Fundamentals, Intermediate, Advanced)	University of Leeds, Information Systems Services	2008
Speed Reading and Mind Mapping	University of Leeds, Staff and Departmental Development Unit	2008
Critical Management Studies Research	York Management School, Northern Advanced Research Training Initiative	2008
Time Management during Research	University of Leeds – Staff and Departmental Development Unit	2008
Effective and Learning Methods in Small Groups	University of Leeds – Staff and Departmental Development Unit	2007
Use of Endnote Software	Leeds University Business School	2007
Assessing Student Work	University of Leeds – Staff and Departmental Development Unit	2007
Quantitative Data Analysis (Descriptive & Inferential)	Leeds University Business School	2007
Qualitative Data Analysis	Leeds University Business School	2007

PROFESSIONAL MEMBERSHIPS

Institute	Year
Academy of Management	2014-Ongoing
Society for Human Resource Management	2006-2007, 2014-Ongoing
Centre for Employment Relations Innovation & Change	2007-2012
British Academy of Management	2007-2012

LEADERSHIP SKILLS * COMMUNITY ENGAGEMENT

- Member of the St. George Antiochian Orthodox Church of Boston, MA, 2012-ongoing
- Student representative of the Business School / AUB - Senior Class, 2000-2001
- Active Member of the Business School Society / AUB, 2000-2001
- Leading the night school initiative at the Civic Welfare League / AUB, 1998-2001, delivering English and Illiteracy classes for the AUB Staff
- Volunteer English and Mathematics teacher for the refugee camps in Lebanon, 2000
- Volunteer Inventory Manager of a refugee camp warehouse during the Operation Grapes of Wrath war, 1996
- First Aid Certificate, Lebanese Red Cross, 1998
- Active Member of the Scout Association of Lebanon / 1990-1999 (Leader of the Rovers group)

OTHER SKILLS

Computer literacy	Proficient in SPSS, Endnote, Nvivo, Word, Excel, PowerPoint Proficient in various Learning Management Systems, HR information systems, Statistical softwares, Qualitative data analysis systems, Oracle databases
Languages	Fluent in English and Arabic