
SANAH AL-HADDAD

Sanahalhaddad@gmail.com | (519) 300 0727 | Windsor, Ontario N9A 2Z9

Skills

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|-----------------|-----------------------|--------------------------|
| • Communication | • Initiative | • Clerical skills |
| • Integrity | • Attention to detail | • Full cycle recruitment |
| • Organization | • Teamwork | • Adaptability |
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Experience

Jr. Recruiter / Assistant | Goudreau Personnel By Swinton Ltd. | May 2022 – Current

- Manage full-cycle recruitment for a key customer portfolio
- Conduct targeted candidate sourcing through online job boards, professional networking platforms and industry-specific forums
- Utilize meta for content creation, crafting engaging material to attract top talent
- Maintain and satisfy customer portfolio through personalized recruitment strategies

Tutor | St. Clair College | September 2021 – Current

- Enhance students' understanding through personalized tutoring, recognizing diverse learning styles
- Demonstrate exceptional tutoring skills, adapting to each student's needs
- Facilitate significant improvement in students' comprehension and performance

Youth Chair Member | Youth Community Action Network | July 2020 – July 2022

- Spearheaded the creation and implementation of solution designs addressing challenges faced by disadvantaged youth, focusing on the development of Ignite Academy
- Collaborated with residents, front-line service providers, researchers, and experts in the co-design of a standardized support system
- Demonstrated leadership in scaling up the program to support 360 students across six program sites in grades 2 to 7

Cashier | Shoppers Drug Mart | June 2020 – November 2021

- Provided excellent customer experience with friendly and helpful service

Co-Op | Windsor Police Service | December 2020 – June 2020

- Assisted staff in the data entry department by performing clerical duties
- Used Excel spreadsheets to enter and organize data

Medical Office Administration | Dr. Aboulisayen Clinic | January 2018 – 2020

- Entered data and transferred patient files from hardcopy to electronic records
- Faxed, scanned and filed confidential patient files

HR Summer Intern | Windsor Police Service | Youth in Policing Initiative | 2017

- Supported in recruiting and hiring by coordinating and assisting with interviews
- Organized the updating of all staff, both civilian and officer, entry cards

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Education

- St. Clair College | Windsor, ON | Expected Completion: April 2025
Bachelors of Business Administration – Information Communication Technology
- St. Clair College | Windsor, ON | Graduated: April 2023
Advanced Diploma: **Business Administration – Human Resources**

Accomplishments

- **Yves Landry Memorial Scholarship** | 2023
85%+ Average in Business-Administration/Engineering
- **Bill Klein / Norma Slevison-Klein Scholarship** | 2022
Outstanding GPA
- **Advanced Formulas and Functions Certificate** | 2021
LinkedIn Learning
- **Motor City Community Credit Union Scholarship** | 2020
Academic Excellence
- **Human Centered Design** | 2020
Overlap Human Centered Design Course
- **P.E.A.C.E Program** | 2016
Police Ethnic and Cultural Exchange Program

References

References available upon request