PARINAZ ZAROUEI

Human Resources Intern Candidate | Interested in Learning & Development

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PROFESSIONAL SUMMARY

Law graduate transitioning into Human Resources, with an interest in Learning & Development and Talent Acquisition. Building foundational HR knowledge through structured learning and practical exercises, including candidate tracking and job-posting review. Brings transferable strengths in research, documentation, organization, follow-up, and professional communication.

AREAS OF INTEREST & FOUNDATIONAL HR KNOWLEDGE

Learning & Development (L&D): Introductory knowledge of learning needs, basic learning objectives, simple learning activities, feedback, and training evaluation.

Training Evaluation: Basic awareness that attendance and participant satisfaction do not fully show whether learning is applied in the workplace.

Talent Acquisition: Introductory knowledge of recruitment stages, job-description review, initial CV screening, candidate tracking, interview coordination, and follow-up.

HR Data & Confidentiality: Awareness of protecting candidate and employee information and using personal data only for a clear HR purpose.

HR PROJECTS & PRACTICAL EXERCISES

Candidate Tracker | Excel / Talent Acquisition

- Designed a basic candidate tracker covering job title, CV source, received date, status, score, contact date, and next action; practiced using filters and sorting to organize a candidate pipeline.

HR Role and Job-Posting Review

- Compared common responsibilities and skill requirements across HR Intern, Recruitment Intern, and Talent Acquisition Intern job postings, including candidate communication, interview coordination, Excel, follow-up, and reporting.

Introductory Learning Design Practice

- Practiced outlining a short workplace learning activity with a clear objective, brief content, a practical task, feedback, and a simple completion check.

SKILLS, LEARNING & EDUCATION

Skills & Tools: Research, text analysis and summarization, documentation, coordination, follow-up, time management, Microsoft Word, PowerPoint, Excel - Basic, Google Sheets - Basic, and LinkedIn.

Current Learning: Rahnama College - Entering the Job Market program; introductory study of Learning & Development and Talent Acquisition.

Education: Bachelor's Degree in Law | Azad University | 2021-2025