

## Contact

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### Phone

(346) -303 -4922

### Email

yahiazackkoussayer@gmail.com

### Address

Houston  
Texas

## Education

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**Walden University** 2020 - 2024

**Bachelor of Science Psychology**

**Walden University** 2024 - 2026

**Master's in Industrial & Organizational  
Psychology**

## Certifications

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- Society for Collegiate Leadership & Achievement
- Human Resources Internship
- Professional in Human Resources (PHR)
- Texas State Board of Examiners of Professional Counselors

## Skills

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- Strong communication and active listening
- Talent Acquisition & Recruiting
- Candidate Screening
- Interview Coordination
- Employee Onboarding

## References

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Harvard Group Health Clinic, LLC  
9900 Westpark Dr  
Ste 110  
Houston, Tx 77063  
harvardhhgroup@gmail.com  
+1 (713) 491-4440

# Yahia Zack Koussayer

Human Resources and Talent Acquisition professional pursuing a Master of Science in Industrial and Organizational Psychology with experience in employee support, training, stakeholder communication, and team supervision. Skilled in candidate screening, onboarding coordination, employee relations, records management, and maintaining confidential information. Proven ability to build relationships, support diverse populations, and contribute to organizational success through strong communication, problem-solving, and administrative skills. Proficient in Microsoft Office and committed to talent development and employee engagement.

## Experience

□ **Harvard Group health clinic**  
□ **2023-2026**

### Human Resources Administrator

Supported day to day Human Resources operations, including recruitment, onboarding, employee record management, HRIS data entry, interview scheduling, new-hire documentation, benefits administration support, compliance with company policies and employment regulations, employee relations, and HR administrative processes. Assisted with maintaining confidential personnel files, preparing HR reports, coordinating training activities, and providing administrative support to ensure efficient HR operations.

□ **Cyramcom international /Propio 2024-2025**  
□ **Remote Interpreter Supervisor**  
□ **Medical and legal Interpreter**

Supervised and supported a team of interpreters, ensuring quality standards and client satisfaction.

- Assisted with onboarding and training new interpreters on company policies, procedures, and communication protocols.
- Monitored performance and provided coaching and feedback to support employee development.
- Maintained confidential records and handled sensitive situations with professionalism and discretion.
- Collaborated with internal stakeholders to address operational and staffing needs.