

Hala Kambris Certified Translator

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DoB: 03/11/1975 • Marital status: Single • Nationality: Lebanese

Qualification Summary

Extensively experienced in communication, copyediting and translation.

Professional Experience

Institute of Finance Basil Fuleihan since January 2014

Part time Communication Officer

- Website officer : Creating, developing and managing content for IoF web presence;
- Maintaining a consistent identity throughout all web channels (website and social media);
- Social media management;
- Translation of various documents, reports and presentations;
- Write-up of articles and press releases;
- Editing and proofreading of graphic material before print;
- Follow-up with graphic designers ;
- Representing the Institute in Job Fairs (USJ, AUB).

Beirut Research and Innovation Center (BRIC) Communication Officer

March 2013 - December 2013

- Drafting proposals, brochures and publications texts;
- Conference organization: La Sagesse University, May 2013 - USJ, November 2013;
- Coordination of corporate movie;
- Editing speeches and presentation material;
- Overseeing graphic design work;
- Website restructuring and social media updates.

Amel Association International

Communication Officer

May 2012 - February 2013

- Coverage of the Association activities through media (video and press coverage);
- Increasing the exposure of refugee products through fairs and events;
- Recruiting and supervising trainees for the department;
- Drafting speeches for the president for various occasions;
- Newsletters, brochures, desk calendar, greetings and other publications;
- Website and social media updates.

Civic Hub (local Ngo network)

Communication and Social Media Officer

April - May 2012 (Launching)

- Marketing of activities and networking with other NGOs;
- Increasing visibility through Press releases and updates on FB and Twitter;
- Spotting NGOs and experts and coming up with ideas for events;
- Reporting to donor through meetings and regular report updates.

October 2007 - March 2012

- Presentations, brochures and synopsis for the Non Political department;
- Script translations; research : program scripts and contents; topics and guest suggestions;
- Payment of freelancers, budget updates and small acquisitions, petty cash;
- Scheduling shooting and editing sessions.

AlBalad French**Head of "Magazine Pages" September 2010- February 2011(night shift)**

- Management of the section and setting up the weekly plan for the team;
- Review of articles - in terms of content and layout, giving final approval;
- Conducting interviews and articles;
- Responsible of p 1 (editorial column, photo and headlines) every other day.

Copywriter and translator (freelance)

- Documentaries' scripts for Ngo produced by "né à Beyrouth": ADR, Amel, Basma... (2010);
- Editing of French–Arabic "*Larousse de poche*" –co-edited by Librairie Antoine;
- Brochure texts, books and citizen guides;
- Translation of various law, economics and general documents.

Technical Writer & Translator**eSharing Corporation****April 2006 – April 2007**

- Localization of enterprise-level software, User Guides, Training Material, & Branding Material.
- Website content development & translation.
- Technical Glossary development & maintenance.
- Tools used: Trados, Microsoft Office Suite, & Adobe FrameMaker.

**Communication Officer -Institute of Finance (IoF),
September 2003 – April 2006****Ministry of Finance**

- Event Organization, proceedings of conferences, and Coordination of media relations.
- Organization of promotional activities for the Library of Finance: students' groups' visits and press coverage, sponsorship of the library of Finance (SGBL), graphic material.
- Coordination of the partnership between the World Bank Public Information Center (PIC) and the "Library of Finance".
- Internal communication activities: news mails, editing IoF web site contents; IoF reports.

**American Community School at Beirut
(Advancement Office)
(August 2002 – July 2003)****Development Coordinator**

- Parents and alumni event and coordination of promotional activities.
- Coordination of contacts with ad agencies.
- Organization of print and television coverage.

- Website maintenance and newsletter -ACS Matters - Arabic section.

Institute of Finance, Ministry of Finance (IoF)
Beirut, Lebanon (May 1999 – June 2002)

Editor

- In charge of the Ministry of Finance's bilingual newsletter;
- Writing proposals and follow-up with the partners and the newsletter's sponsors;
- Media relations, including preparation of press releases and press kits ;
- Part-time librarian: attending the visitors of the Library of Finance.

Education

- **DEA de Traduction (Masters)**
2003- 2004, Université St Joseph – Beirut, Lebanon
- **Licence d'Enseignement (Teaching Diploma)**
1997, Université St. Joseph – Beirut, Lebanon
- **Licence en Langues Vivantes (B.A.), option traduction**
1996, Université St. Joseph – Beirut, Lebanon
(Technical and general using different combinations between Arabic, French and English)
- **Baccalauréat Français (French Baccalaureate) (série A1)**
1993, Collège Protestant Français – Beirut, Lebanon

Training

- "Social Media marketing strategies": MADskills (media for advocacy and development), Zico House, March 2012.
 - Skills & Tips workshop: "Create your campaign" Corporate identity and stationary, video editing; Mouvement Social, January 2012.
 - E-mediaT Training on Strategy of using social media for NGOs, Zico House, January 2012.
 - « Technical Documentation in Software Development », Euro-Lebanese Centre for Industrial Modernization, Lebanese University, February 2007.
 - Communications strategies and relations with the press- Study tour to the Irish Revenue Office, Dublin, November 2005.
 - « Communication Publique et Mercatique » IGPDE, French Ministry of Finance, Paris, September 2005.
 - « Production de Publications de A à Z », département Clients, IGPDE, French Ministry of Finance, Paris, October 2005.
 - How to deal with the Media, session provided by the Dutch Journalism expert Pam Van Dun Bugh, Institute of Finance, Beirut, June 2004.
 - Session on Public Information Centers, the World Bank, Morocco, June 2004.
 - Communication strategy development, Institute of Finance, Beirut, provided by the Dutch expert Rinda Bosker, May 2004.
 - Spanish: attended sessions on 3 years (spoken: fair, written and read: good). Italian: fair.
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