

CURRICULUM VITAE

Nayla MOUAWAD

Beirut, Lebanon

Mobile: 71-241140

Email address: nayla_mouawad@live.com

Education and Qualifications:

- | | |
|------------------|---|
| 2014-2017 | Bachelor degree in Translation
Université Saint-Joseph, Beirut, Lebanon |
| 1999-2014 | French and Lebanese Baccalaureate-Literary
Saint-Cœur Sioufi, Beyrouth, Lebanon |

Professional Experience:

- | | |
|--------------------------|---|
| 2013-2015 | Hostess: Blastinc; Itsin |
| 2014-2015 | Assistant of Conseil médical at Hôtel-Dieu de France. |
| 2015-2016 | Private Courses |
| 2016-2017 | Assistant of the medical direction at Hôtel-Dieu de France (Medical Director: Pr. Negib Geahchan) |
| 2014-2017 | Job student FSR-IEIC |
| 2016-Present | Freelance Translator |
| Sept 2017-Present | Project Coordinator and Sales Coordinator at Trust and Traders International |
| January 2019 | Freelance Transcription at Apptek |

Personal Skills and Competencies:

- **Technical competencies:** Microsoft Office (Word, Excel, PowerPoint), HTML
- **Languages:** Arabic (Mother tongue)
French (Fluent)
English (Fluent)

Spanish (Advanced)

Chinese (Beginner)

- **Communication Skills:**

Excellent written and verbal communication skills

All types of presentations and reports

- **Personal:**

Able to work in groups and individually with the same motivation

Able to work under pressure

Interests and activities:

Reading, swimming, sport, volunteer work (Barbara Nassar Association), travelling