

Rita El Hajj

D.O.B: Oct. 20th 1994

Nationality: Lebanese

Marital Status: Single

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Jal El Dib, Lebanon

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Work History

Diwanee Ltd (Beirut, Lebanon)
Scriptwriter & Creative Content Creator **May 2017 – Present**

- Create daily compelling narratives and short storytelling scripts (in Arabic) to be edited into videos and published on 3a2ilati.com Facebook and Instagram pages.
- Develop quality content for clients (videos) in which products are naturally integrated within the storyline.
- Generate ideas and campaigns for clients.
- Assist in creating editorial calendars and schedules.

Radio One Lebanon (Broumana, Lebanon)
Social Media & Publishing Executive **Jan. 2016 – July 2016**
Lifestyle & Entertainment Writer

- Build and execute social media strategy through competitive research, platform determination, benchmarking, messaging and audience identification
- Generate, edit, publish and share daily content (original text, images, video or HTML) that builds meaningful connections and encourages community members to take action
- Develop engaging, creative, innovative content for regularly scheduled posts, which enlighten audiences and promote brand-focused messages
- Analyze social media campaigns with tracking systems to gather visitor data and determine efficacy and areas for social media campaign improvement

Freelance Translator & Writer **September 2015 – Present**

- Discuss translation requirements with clients, and determine any fees to be charged for services provided.

- Ensure that the translation/writing is easily understandable and accurate
- Make sure that the translated/written information conforms to the culture and linguistics of the target reader
- Ensure appropriate relay of concepts and ideas between the source and target languages
- Make sure that the structure and meaning of the original text is duplicated into the target language
- Edit any information in the translated text that may come across as incorrect or irrelevant

Education

Université Saint-Joseph (USJ), Beirut - Lebanon **2016 – 2018**
Faculté des Lettres et des Sciences Humaines (FLSH)
Masters in Media Communication

Université Saint-Joseph (USJ), Beirut - Lebanon **2013 – 2016**
Ecole de traducteurs et d'interprètes de Beyrouth (ETIB)
BA in Translation

Collège Central des Moines Libanais, Jounieh **2011-2012**
Lebanese Baccalaureate
Biology stream

Extracurricular Activities

- Official ambassador for Zomato 2015 – Present
- Member of Bureau de l'Amicale des étudiants de l'ETIB 2013 –2014
- Volunteer at BETA 2012 – Present

Languages

Arabic (Mother Tongue) : advanced level in reading, writing and oral expression

French: advanced level in reading, writing and oral expression

English: advanced level in reading, writing and oral expression

Spanish: good level in reading, writing and oral expression

Hobbies

Sports, Reading. Cooking.

References

Available upon request.

