

NIVINE E. KADI

CONTACT INFORMATION

Mobile:

00961-78/855278

Email: nivkadi4@gmail.com

Address: Beirut, Hamra

REFERENCES

AVAILABLE UPON
REQUEST

ACADEMIC EDUCATION

Lebanese University

B.A. in English Literature | 2022 - Present

Lebanese University

Masters Degree in ALEA | 2020 - Present

Lebanese International University

*B.A. In Translation and
Interpretation | 2017 - 2020*

PROFESSIONAL EXPERIENCE

Elections Monitor

Election Observer for LADE | May 2022

- Attending LADE'S training sessions.
- Observing the conduct of the electoral process.
- Issuing detailed reports of the ongoing process.
- Reporting back to LADE's members.

Talent Acquisition Specialist

Ostaz by Inspired | Jul 2021 - Jul 2022

- Handling general administrative tasks.
- Interviewing international and local candidates.
- Following up with tutor requests and technical issues.
- Handling student requests and vacancies.
- Reporting to the departments.
- Training new employees and managing their on boarding process.

ADHRB Translator

Online | Mar 2021 - Jun 2021

- Translating the website, articles, tweets of the organization.
- Interpreting online meetings.
- Posting on and handling social media accounts.

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Private Tutor

Synkers Application | Dec 2020 - Jun 2021

- Arranging appointments with students.
- Assisting students after class.
- Teaching students online and in person.
- Evaluating progress using various assessment methods.

Ted Talks Translator & Transcriber

Online | Oct 2019 - Dec 2020

- Translating ted talks.
- Transcribing talks and conferences.
- Editing and reviewing translated videos.

Language Instructor

Caritas Lebanon | Jun 2019 - Aug 2019

- Teaching foreign languages to refugees with Caritas Lebanon for the FLG program.
- Evaluating students' progress.
- Assisting colleagues.
- Supervising student groups.

Language Instructor

UNHCR | Mar 2019 - May 2019

- Teaching languages for the FLG program.
- Evaluating students' progress
- Coordinating with UNHCR.
- Providing feedback on the progress of students and the parents' meetings.
- Assisting Colleagues
- supervising student groups

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Evaluator and Monitor

ALLC & Ministry of Education | Dec 2018

- Assisting the process of the official examination.
- Monitoring the official exams by the ministry of education.
- Answering students' questions and collaborating with teachers.
- Reporting back to the ALLC team.

Language Instructor

UNHCR and Terre Des Hommes Italy | Jul 2018 - Dec 2018

- Teaching foreign languages to refugees.
- Attending meetings and training.
- Monitoring language classes.
- Conducting assessments.
- Attending Meetings and Trainings

COMPUTER SKILLS

- Microsoft Office Suite
- Google Suite
- ICT System

LANGUAGES

- Fluent Arabic (Native speaker)
- Fluent English (Level C1-advanced)
- Conversational Spanish (level B1)
- Intermediate French (level A2.3)