

Ban Hamdan

International Relations & International Business Postgraduate
Researcher & Writer | Translator

PERSONAL

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EDUCATION

Master in International Relations and International Business
ESEI International Business School
Oct 2021 - Jul 2022 | Barcelona, Spain

Bachelor of Arts in Translation
Lebanese American University (LAU)
Jan 2018 - Jan 2021 | Beirut, Lebanon

Baccalaureate Certificate in Literature and Humanities
Al Qualaa Secondary School
Sep 2016 Jun 2017 | Saida, Lebanon

CORE SKILLS

TECHNICAL

Translating, Researching, Writing Skills, Proofreading and Editing, Paraphrasing, PowerPoint Presentations, Plagiarism Optimization, Personal & Business Documents, Interpreting, Summary Writing, Tutoring

INTERPERSONAL

Detail Oriented, Communication Skills, Time Management, Persistence, Presentation Skills, Analytical Skills, Self-Motivated, Goal-Driven

COMPUTER

Microsoft Office Suite, Translation Software Tools

LANGUAGES

Arabic (Native Proficiency)
English (Full Professional Proficiency)

PROFILE

An out-of-the-box thinker and highly motivated postgraduate with hands-on experience as a freelancer providing exceptional research, writing, and translation services. I'm very passionate about developing my academic background and career, and my commitment can be measured by my investment in outstanding academic credentials endorsed with a Bachelor's Degree in translation and a Master's Degree in International Relations and International Business from the prestigious ESEI International Business School, one of the most reputable academic institutions in Barcelona, Spain. Seeking a challenging position that will enable me to expand my knowledge and experience, and play a commendable role in contributing to the overall success of the organization.

PROFESSIONAL EXPERIENCE

INTERPRETER (Part time)

International Catholic Migration Center (ICMC), Beirut Oct 2021 - Present

FREELANCE RESEARCHER & WRITER

Self-employed, Lebanon Jan 2021 - Dec 2021

- Provide essay and research paper writing services in various fields including business, humanities, and social sciences.
- Deliver brief and precise summary writing services of books, journals, and essays.
- Paraphrase written texts in a way to reduce similarity with the original text to an absolute minimum, replacing words and phrases with suitable alternatives to ensure that the academic paper passes the plagiarism detection software 'Turnitin' successfully.
- Proofread and edit written texts, provide in-text feedback using Microsoft® word's track changes and comments, and edit references and in-text citations according to guidelines.
- Create professional PowerPoint presentations for in-person purposes.

FREELANCE TRANSLATOR

Self-employed, Lebanon Aug 2019 - Dec 2021

- Translate accurately various types of texts and documents.
- Ensure that the translated text conveys exactly the same message as the original.
- Conduct an in-depth review to ensure that the grammar and vocabulary in the translated version are correct, and make the required edits.
- Apply and maintain a strict confidentiality policy when working on the clients' personal and business materials.

STUDENT ASSISTANT HUMANITIES DEPARTMENT

Lebanese American University Jan 2017 – May 2020

- Provide administrative support to all office staff members.
- Support in managing the workload.
- Assist during office events including career fairs, orientation activities and advising periods.

PRELIMINARY EXPERIENCE

VOLUNTEER TRANSLATOR

Translators Without Borders, Online Feb 2021 - Mar 2021
Provide online translation as a volunteer to the 'translators without borders' global community.

INTERNSHIP TRANSLATOR

MTV Alive Program, Lebanon Jun 2020 - Aug 2020
Translate material related to a well-known weekly TV and online segment.

TRAINING SESSIONS & WORKSHOPS

Pragmatic approaches to Medical Translation

Legal Translation in International Tribunals: The Case of the Special Tribunal for Lebanon

Translating and Interpreting in Conflict Zones (ARTIS)

First Aids with the Lebanese Red Cross

SOCIAL ACTIVITIES

- Participated in the GCLAUMUN (Global Classrooms LAU Model United Nations) as a delegate in 2014-2015.
- Public Information Coordinator in the GCLAUMUN (2018-2019) and GCIMUN (Global Classrooms International Model UN), March 2020, in the public information service as a photographer & videographer
- Assistant director for Public Information in LAUMAL (LAU Model Arab League) (2019-2020)
- Media and design coordinator in GCIMUN (March 2021)
- Former member of the Lebanese Scouts Association
- Volunteered with DPNA to clean up Beirut after the massive explosion that happened on Aug4th

REFERENCES

Professional references are available upon request.