



Jana Mousa

Saida, Lebanon

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Educational Background

Lebanese American University,

Beirut, Lebanon

Teaching Diploma (English,

Intermediate/Secondary)

September 2020-June 2021

Cumulative GPA: 3.83/4.0

Lebanese American University,

Beirut, Lebanon

Bachelor of Arts in Translation &

Minor in English

September 2017-June 2020

Cumulative GPA: 3.66/4.0

Skills

- Willingness to learn
- Communication skills
- Teamwork, multitasking, and attention to detail
- Fluent in English and Arabic
- Computer skills:
 - Microsoft Word
 - Excel
 - PowerPoint
 - Translation software tool (Trados Studio)

Experience

English Teacher Intern

Hariri High School II (HHSII)

November 2020-May 2021

- Assisted in classroom management
- Monitored group work
- Developed engaging lesson plans
- Delivered mini-lessons and full lessons
- Utilized a wide range of learning resources for learning purposes.

News Writer

ShantitSafar.com, Beirut, Lebanon

October 2020 to January 2021

- Researched travel and tourism news on a daily basis
- Translated (into Arabic) travel and tourism news and articles
- Uploaded work on the website via WordPress

Translator Intern

MTV, Beirut, Lebanon

May 2020 -July 2020

- Translated from Arabic into English interviews related to Lebanon and tourism in Lebanon in general for the TV and online segment "Lebanon with A Twist".

Translator Intern

Talal Abu Ghazaleh Global Group (TAG.Global), Beirut, Lebanon

February 2020- May 2020

- Translated legal, business and UN texts (English/Arabic; Arabic/English)

Student Assistant Humanities Department

Lebanese American University, Beirut, Lebanon

September 2017- May 2020

- Provided administrative support to all office staff members.
- Supported in managing the workload and organize student files for archiving purposes.
- Assisted during office events including career fairs, orientation activities, and advising periods.

Reference

Andree Affeich

Assistant Professor, Lebanese
American University
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andree.affeich@lau.edu.lb

Dima Hamandi

English Language Teacher, Hariri
High School II
+961 3 491 563
Dima.Hamandi@hhs2.edu.lb

Volunteer Work

Translator

Khaddit Beirut, Beirut, Lebanon

September 2020-December 2020

Volunteered to translate (English/Arabic; Arabic/English) surveys, petitions, safety measures, post explosion recommendations, general precautions and videos related to the explosion of August 4th.

Field Coordinator for University Preparatory Course (UPC)

Unite Lebanon Youth Project (ULYP), Beirut, Lebanon

Summer 2018

- Supervised on-field activities (attendance, discipline...)
- Supported in organizing extracurricular day and majors fair.
- Assisted students to learn more about the SAT and university applications.

Volunteer in the Beirut Marathon

Lebanese American University, Beirut, Lebanon

November 2017

·Helped with pre-race preparations, setup, check-in, timing and post-race food.