

# Myriam Harb

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## Translator

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### DETAIL-ORIENTED | TIME MANAGEMENT | PROOFREADING

A skilled and experienced translator with almost 3 years of experience and a strong background in translating documents and press releases in English and Arabic. Bringing forth an excellent command of these languages and a track record of great editing and translating. Adept in accurately assessing the context of the material, and translating it in an understandable and appropriate way. Bringing forth a positive work ethic and a commitment to efficiency and integrity.

## WORK EXPERIENCE

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TishTash - Dubai, UAE

June 2022- Present

### Freelance Translator

Responsible for the translation of press releases from English into Arabic

- Translating press releases and social media plans from English into Arabic.
- Ensuring that the finalized converted articles relay the intended message as clearly as possible.
- Performing in-depth reviews and made edits and changes where necessary.

Tarjama - Dubai, UAE

May 2021 – March 2022

### Freelance MTPE /Translator

Post-edited and translated various e-commerce content from English into Arabic.

- Post-edited e-commerce projects of approximately 30.000 words per week from English into Arabic.
- Upheld strict confidentiality policy when translating materials.
- Communicating with managers from different cultures in order to discuss and forward the projects.

**ADHRB “Americans for Democracy & Human rights in Bahrain” - Beirut, Lebanon** Sept 2020- Jan 2021

### Translator Intern

Translated articles related to human rights from Arabic into English and vice versa.

- Translated 30+ articles, blog posts, profiles in persecution, case files, and joint statement, from English into Arabic and vice versa so that the information can reach a wider audience.
- Wrote and translated tweets, and letters issued by the UNHRC and the EU.
- Attended 7 online meetings and seminars and events related to human rights and learned new strategies and information about human rights.

Myriam Harb  
Self-employed - Beirut, *Lebanon*

Myriamharb82@gmail.com  
May 2018 – Jul 2021

### **Freelance Translator**

- Translated audio, video, and short films into a written script for subtitle texts from English into Arabic and French and vice versa.

## **EDUCATION**

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**Lebanese International University** - Beirut, *Lebanon*

Bachelor's degree – Translation and Interpretation, 2017 - 2021

## **PROFESSIONAL SKILLS**

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- Microsoft Office
- Time Management
- Communication Skills
- Multitasking
- Accuracy
- Cultural Awareness

## **Languages**

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- Arabic – Mother tongue
- English – Fluent in both writing and speaking
- French – Advanced in both writing and speaking
- Spanish – Beginner

## **VOLUNTEER EXPERIENCE**

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**Lebanese Red Cross** - *Semqanieh, Lebanon*

Jun 2017 – Jul 2020

### **Emergency Medical Technician**

- Responded to medical emergencies including internal reporting.
- Provided psychological care, medical, and emergency assistance to people of all ages and health conditions, and ensured the stability of patients.
- Coordinated and participated in evaluation meetings with the team members to review the cases we have responded to

**Green Orient/GFP** - *Baakline, Lebanon*

Jul 2016 – Aug 2017

### **Psycho-Social Support Assistant**

- Participated in helping out local and refugee children and the elderly.
- Helped refugee children by giving basic Arabic and English lessons.
- Planned and delivered 20+ psychosocial activities for the children and several awareness sessions.