

NIVINE E. KADI

CONTACT



Mobile:



00961-78/855278



Email: nivkadi4@gmail.com



Address: Beirut, Hamra

EDUCATION

B.A. IN ENGLISH LITERATURE

Lebanese University 2022 - Present

MASTERS DEGREE IN ALEA

Lebanese University 2020 - Present

B.A. IN TRANSLATION AND INTERPRETATION

Lebanese International University
2017 - 2020

SKILLS

- Microsoft Office/ Google Suite
 - ICT System
-

LANGUAGES

-Fluent Arabic (Native speaker)
-Fluent English (Level C1-advanced)
-Conversational Spanish (level B1)

-Intermediate French (level A2.3)

EXPERIENCE

DIGITAL COPYWRITER, CALL CENTER AGENT & HR ASSISTANT

Digimarter | Nov 8 - Present

- Writing clear, compelling copy for various mediums (such as print, digital, and social media).
- Collaborating with design and marketing teams to create cohesive campaigns.
- Editing and proofreading copy to ensure accuracy and clarity.
- Researching and gathering information on the topic or product being promoted.
- Staying up-to-date with industry trends and techniques.
- Recording clear voiceover audios for the scripts.
- Developing content for websites and landing pages.
- Writing email and newsletter campaigns.
- Crafting social media posts and ad copy.
- Creating video scripts and product descriptions.
- Brainstorming ideas and concepts with creative teams.
- Answering incoming calls and assisting customers with their inquiries or complaints.
- Understanding and effectively communicating information about the company's products or services.
- Resolving customer issues and complaints in a timely and professional manner.
- Recording customer interactions and transactions accurately in the company's database.
- Meeting performance goals, such as handling a certain number of calls within a set timeframe.
- Following up with customers to ensure their needs have been met.
- Identifying and escalating more complex issues to the appropriate team or supervisor.
- Staying up-to-date with company policies and procedures
- Assisting the senior HR by handling interviews.
- Assisting managers in administrative tasks.

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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

ADHRB Organization | Dec 2020 – Jun 2021

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

PRIVATE TUTOR

Ostaz | Mar 2021 – 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.

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EXPERIENCE

REFUGEE LANGUAGE INSTRUCTOR

Caritas Lebanon & UNHCR | Jun 2019 - Aug 2019

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

FLG PROGRAM 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.

ALP PROGRAM 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.

FLG 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.