

RITA CHECRI

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EDUCATION

Lebanese University, New Rawda, Lebanon

Master's degree in Translation Studies

Lebanese University, New Rawda, Lebanon

Bachelor's degree in Translation

Graduation date: July 2020

Lycée Joseph Nehme, Deir El Qamar

Lebanese Baccalaureate in Economic Sciences

Graduation date: June 2017

PROFESSIONAL EXPERIENCE

Canada On Path Immigration Services, Choueifat

May 2021 – Present

Head of Processing

- Implementing case processes
- Communicating with internal and external parties to learn about their content needs
- Managing contracts and relations with customers
- Mentoring and motivating teams to achieve productivity and engagement
- Reporting on operational performance and suggest improvements
- Handling cases (study permit, visitor visa, sponsorship, refugee, immigration)
- Communicating and coordinating with employees and the upper management.

Freelance translator

July 2020-Present

- Working on different freelance projects: articles, books and different types of documents
- Translating general, medical, technical and legal documents
- Subtitling using Subtitle Edit software
- Editing and proofreading

Vice Versa for Translation and Visa Services, Choueifat

January 2021-May 2021

Translator, proofreader

- Translation of general, legal, journalistic and technical documents
- Proofreading and editing original and translated copies

Fadia Karaan Translation Office, Jdeideh

April 2020-December 2020

Translator, Administrative Assistant

- Translating general, medical, technical and legal documents
- Sending emails to clients and greeting them in the office
- Scheduling appointments for clients, employees, and conference or meeting rooms for in-office meetings
- Using programs from the Microsoft Office Suite, such as Word, PowerPoint and Excel
- Maintaining office equipment including scanners, fax machines, printers, and telephones

SKILLS

- Computer: Microsoft Office Suite
- Soft: Fast learner, Ability to work to deadlines, Attention to details, Advanced language knowledge, Problem solving, Creative thinker

LANGUAGES

Arabic (Native), English (High Proficiency), French (High Proficiency) and Spanish (Intermediate)

Volunteer ~ Caritas Lebanon Youth