

# Reem Naboulsi

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## Professional Experience

### **Freelance Content Creator and Account Manager-** *January 2024*

- Created original content focused on tourism destinations and experiences.
- Created original content for an online local handmade accessory shop.
- Scheduled the posting of the content on different social media platforms.
- Organizing data related to customers and purchases.

### **International Organization for Migration — Community Health Worker-** *September 2023 - December 2023*

Assisted migrants in Lebanon with accessing health assessments and services at primary healthcare centers, enhancing their overall health and well-being.

### **International Federation of Red Cross and Red Crescent Societies — Executive Assistant Intern-** *August 2021 — August 2022*

Supported the Deputy Regional Director and the Regional Director in several capacities, including:

- Administrative assistance, as required by the office.
- Document translation between English and Arabic.
- Coordination of workshops, conferences, meetings, and events (participated in organizing the Humanitarian Leadership Conference in Cairo-Egypt)
- Managing travel arrangements and accommodations for staff.
- Reviewing payments and managing budgets.
- Owning logistics and administrative tasks for meetings and events, including taking minutes and creating summaries afterwards.
- Organizing and compiling documentation and information for various programs to allow easier access to knowledge across the organization.

### **AMEL Association International — Social Worker-** *January 2017 — April 2017*

Aided refugees from various nationalities with academic and extracurricular activities, significantly improving children's reading and writing skills and focusing on improving gender equity visibility within their communities.

### **Translator/Transcriptionist — Freelance-** *September 2020 — Present*

Transcribed interviews, ensuring accurate grammar and spelling. Translated documents including a 32-page children's book from English to Arabic.

## **Volunteer Experience**

### **Social Worker Volunteer - Makhzoumi Association**

*April 2015 — June 2015*

Contributed to providing essential food supplies to underprivileged families, demonstrating a strong commitment to community support.

## **Education & Professional Development**

### **Bachelor of Arts in Translation and Interpretation**

*Lebanese International University*

Project Management in Humanitarian Field Course, American University of Beirut-GHI  
– Ongoing.

Fundamentals of digital marketing, Google Garage – Ongoing

Courses on Protection from Sexual Exploitation and Abuse, Cyber Security, IFRC-IOM

## **Skills**

Advanced Microsoft Office Suite proficiency, strong leadership, social media marketing, research skills, effective interpersonal communication, and adeptness at working in multicultural environments.

## **Languages**

Arabic (Native), English (Fluent), Spanish (Basic), French (Basic)