

## LEILA HARAKE

Beirut, Lebanon

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### PROFILE

Moving forward in my career in translation, content writing, and editing where I can utilize what I learned in a professional environment as well as build language and communication skills.

### EXPERTISE

Content Creation | Translation | Community Management | Editing | Copywriting | Translation

### EXPERIENCE

#### Digital Content Writer – BD Holding, Lebanon/KSA (Nov 2020 - Present)

- Conduct Research industry-related topics
- Write clear marketing copy to promote products
- Create, proofread and edit blog posts before publication
- Generate ideas for new content types
- Handle Community Management on Facebook and Instagram
- Coordinate with the design and production team
- Conduct simple keyword research and use SEO guidelines to increase web traffic
- Develop related content for multiple platforms, such as websites, email marketing, product descriptions, videos, and blogs

#### Freelance Translator/ Editor, Marie France (May 2020 – Present)

- Translate and Proofread the website (English to Arabic)

#### IT Helpdesk Agent, Lebanese American University (Jan 2014- Oct 2020)

- Answering helpdesk calls and emails;
- Logging in calls in the Remedy Helpdesk Database and SCSM Console;
- Assisting in IT related tasks:
  - Faculty and staff; hardware, software, and online applications;
  - Students; Banner, webmail, and online applications.

#### GWR Consulting – Part time editor (Dec 2018 - May 2018)

- Edit report (content and language)

#### Cinemoz - (English/Arabic) ( Jan 2017 – April 2017)

- Subtitle movies ( English/Arabic)

#### Freelance Translator (English/Arabic), CCP Japan (Jan 2017-April 2017)

- Translate daily reports of the organization's activity and operation

#### Intern - Translator, Editor and proof reader (Librairie du Liban Publishers – Educational Research Center) (Jan 2016- April 2016)

- Introduced to the phases of schoolbook publishing process.
- Introduced to the editing and adaptation techniques
- Editing selected material from Science, Math, Social Studies and extracts from an educational program for different academic cycles (primary, intermediate, and secondary)
- Translating selected material from Science, math, Social Studies and extracts from an educational program for different academic cycles

### EDUCATION

<b>BA in Translation</b>	2013-2016
LEBANESE AMERICAN UNIVERSITY	
<b>License en Langues Vivantes ( Arabe)</b>	2012-2013
Saint Joseph University	
<b>Baccalaureate in Economics and Sociology</b>	1997-2011
Christian Teaching Institute	

## SKILLS

### **Academic Projects:**

Senior Project: Translating Humorous Movies.

Translating Humorous Series.

**Computer Skills:** Microsoft Office, Remedy, SCSM Console

## LANGUAGES:

Arabic (Native Language)

English (Advanced)

French (Intermediate)

Spanish (Beginner)

## WORKSHOPS & TRAININGS ATTENDED

Addressing Linguistic and Cultural Challenges in Translation (Dr. Mona Baker)

Lecture on Audiovisual Translation – Professor Luis Perez-Gonzales

Poems of Pain and Desire- Translating from Arabic in the feminine- Dr. Michelle Hartman (McGill University)

Translation: A Process of Knowledge Construction

Talk on Lexicography- Dr. Salam Duranton

LinkedIn: <https://www.linkedin.com/in/leila-harake/>

References are available upon Request.