

# Fatima Darwich

South of Lebanon

Email: [fatima.darwiche33@hotmail.com](mailto:fatima.darwiche33@hotmail.com) | Phone: (961) 71454617

Lebanese | May 25, 1998

## Highly Motivated MBA in Management and Physical Education Student with Experience in Translation

**Proficient Multilingualism**  
**Excellent Communication**  
**Cultural Awareness**

**Time Management**  
**Quality Assurance**  
**Physical Education**

**Languages:** Arabic, English, French (Intermediate), Spanish (Intermediate)  
**Technologies:** MS Office: Word, Excel, PowerPoint, CAT Tools: MemoQ, Subtitling

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### EDUCATION

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**MBA in Management**, Lebanese International University, Lebanon **On-going**

**Personal Fitness Coaching**, Inspire Academy **On-going**

**Bachelor of Translation and Interpretation, Faculty of Education** **2018**  
Lebanese International University, Lebanon

- **GPA:** 3.5/4
- **Graduation Project:** Translation of more than 20 pages from a book titled "Africa Sickness" from English to Arabic.

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### WORK EXPERIENCE

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**Translation Intern**, Chehab Translation, Lebanon **Aug 2021 – Jan 2022**

- Accurately translated various official documents, such as legal papers, contracts, and official correspondence, from French to Arabic, Arabic to English, English to Arabic, and French to English.
- Assisted in translating films or videos from one language to another, ensuring accurate interpretation of dialogue, subtitles, and other relevant content.
- Provided airport entry and departures translation services, interpreted announcements, and facilitated communication with airport staff.
- Translated certificates, such as birth certificates, marriage certificates, and academic degrees, ensuring the accurate conversion of information while maintaining the integrity and format of the original document.
- Translated identification documents, such as passports, driver's licenses, and national IDs, to facilitate communication and understanding between individuals from different language backgrounds.

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### COURSES AND WORKSHOPS

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**Freelance Translator Course**, Union of International Translators **2018**

**Translation of Legal Documents Course**, Union of International Translators **2018**