



# Karen Darwich

## Translator

### PERSONAL INFORMATION

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**Address:** Beirut, Lebanon

**Mobile:** +961 70 881 228

**E-mail:** [karendarwichel@gmail.com](mailto:karendarwichel@gmail.com)

**Date of Birth:** 18/07/2002

**Marital Status:** Single

### EDUCATION

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- **Licence en traduction** – 2023  
Université Saint-Joseph de Beyrouth
- **Lebanese Baccalaureate in Economics and Sociology** – 2020  
Collège Universel – Chouf, Lebanon

### EXPERIENCE

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- January 2022 – Present: **Founder and Team Leader** (Instagram page: [@studentproject.lb](https://www.instagram.com/studentproject.lb)).
  - Established and managed an Instagram page dedicated to providing professional writing services for university projects, assignments, and theses.
  - Cultivated strong teamwork skills by leading a team of writers, promoting collaboration, maintaining effective communication, and ensuring timely delivery of high-quality work.
  - Collaborated with clients to understand their requirements and provided solutions for their academic needs.
  - Translated and proofread academic content to guarantee accuracy and adherence to academic standards.
  - Managed client communication, addressing inquiries and providing ongoing support throughout the project process.
  - Strategically developed and maintained a strong online presence, attracting a wide range of clients.
- September 2020 – June 2021: **Tutor** for school students in language courses.
  - Provided one-on-one or group tutoring sessions to school students in Arabic, French, and English languages.
  - Helped students improve reading, writing, listening, and speaking abilities in target languages.

### SKILLS

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- Languages:
  - **Arabic:** Native Language
  - **French:** Full Professional Proficiency (DELF B1-B2)
  - **English:** Full Professional Proficiency
- Computer Skills: Microsoft Word, Microsoft Power Point
- Communication
- Leadership
- Time management
- Problem solving
- Marketing