

NOUR GHAOUI

Senior Content Editor

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SUMMARY

Highly skilled Senior Content Editor with 4+ years of experience leading and managing multilingual content projects. Proven ability to deliver high-quality, SEO optimization content that meets deadlines and exceeds expectations. Expertise in project planning, resource allocation, communication, and adhering to style guides. Strong command of English, Arabic, French, and Spanish ensures clear and accurate content across various markets. Eager to leverage iGaming industry knowledge to create engaging content for targeted audiences.

EDUCATION

Masters in Conference Translation

Saint Joseph University of Beirut

09/2016 - 06/2018 Lebanon

French and Lebanese Baccalaureate

Collège Notre Dame de Jamhour

2013 Lebanon

TRAINING / COURSES

Books Publishing Chain & Digital Books

Asford Edinovo - Paris

Spanish as a Foreign Language - Level C1

Instituto Cervantes - Beirut

LANGUAGES

Arabic	Native	●●●●●
English	Proficient	●●●●●
French	Native	●●●●●
Spanish	Proficient	●●●●●

SKILLS

Wordpress	Adobe Acrobat
Microsoft Office	Content Planning
Quality Control	Editing
Proofreading	Fact-Checking
Project Planning	Organization
Time Management	Teamwork
Leadership	Communication
Multitasking	Cultural Awareness

EXPERIENCE

Senior Content Editor

Hachette Antoine03/2020 - PresentLebanon

- Led the development and digitalization of 200 schoolbooks for various grades and subjects, ensuring alignment with curriculum guidelines and digital accessibility (ebooks, interactive activities). This included conducting competitor analysis to inform content strategy and ensure our materials remained competitive in the educational market.
- Successfully led teams of 10 content creators (writers, designers, illustrators) to deliver 20 high-quality educational materials (print & digital) on time and within budget.
- Streamlined editorial workflows, resulting in a 30% increase in project efficiency and on-time delivery of 8 schoolbooks within budget. Additionally, leveraged content creation expertise to develop engaging marketing materials (email campaigns, social media posts, brochures, educational day banners & booklets) to promote schoolbooks and enhance brand awareness.
- Collaborated with subject-matter experts and pedagogical advisors to develop learning experiences that resulted in a 30% increase in learner engagement and knowledge retention.

Copy Editor

Work With Words - Arab News en Français05/2022 - 03/2024Lebanon

- Edited 500 articles (over 400,000 words) translated from English to French, ensuring accuracy and clarity for a French-speaking audience in the GCC region.
- Leveraged my strong language skills and knowledge of French grammar and style to ensure all translated content adhered to Arab News en Français' editorial guidelines, maintaining a consistent brand strategy and tone for their French audience.
- Maintained a 100% adherence rate to Arab News en Français' editorial style guidelines, delivering high-quality content that aligns with publication standards.
- Consistently met deadlines for web content publication, achieving a 100% on-time delivery rate. This ensured timely access to information for a global audience.

Freelance Language Specialist

08/2016 - PresentLebanon

- Deliver high-quality translations and editing services across diverse subjects including scientific, medical, political, and financial documents. Extensive experience with brochures, reports, declarations, and press releases.
- Successfully translated critical materials for the Arab Economic Summit of Beirut, ensuring 100% accuracy even under demanding deadlines. This contributed to the smooth communication and execution of the high-profile event.
- Through meticulous editing and proofreading, reduced errors in client materials by 95%. This ensured accuracy in terminology, coherence, and adherence to style guides.

French Language Instructor

Saint Joseph University of Beirut09/2017 - 04/2023Lebanon

- Developed and delivered engaging French language instruction to non-speaking university students, resulting in an average 50% increase in their proficiency on French language exams.
- Designed and led intensive 16-week courses for 30 non-French speaking students. Developed exercises and provided individualized feedback to promote skill acquisition and learner autonomy.

Translator

SAB Méditerranée07/2019 - 02/2020Lebanon

- Improved global communication accuracy by translating more than 150 French technical documents into English.
- Expanded the reach of software functionalities by translating the user interface menus (more than 1000 entries) from French into Spanish. Promoted user adoption and understanding across diverse language groups.

Arabic Translator Intern

United Nations - ESCWA02/2019 - 04/2019Lebanon

- Improved knowledge on SDGs in Arab region by translating 100 training course abstracts into Arabic.
- Delivered 100% clear and accurate Arabic translations of key information for SDGs training courses, ensuring clear communication for the Arabic-speaking audience.
- Ensured consistent and professional communication by achieving a 100% adherence rate to UNESCWA's style guide in all translated materials.