

Nadine Abi Aad

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About Me

A meticulous and results-oriented professional with a wealth of experience spanning translation, liaison interpreting, tour leadership, and customer service roles. Demonstrate exceptional proficiency in delivering high-quality translation and interpreting services, with a focus on maintaining impartiality, confidentiality, and sensitivity to diverse cultural backgrounds. Proven ability to excel under pressure, meet tight deadlines, and uphold the highest standards of professionalism. Possess a fervent passion for languages and travel, coupled with a dynamic skill set in communication, leadership, and decision-making.

Skills

- **Teamwork:** Proven ability to collaborate effectively with colleagues and contribute to team success.
- **Initiative & Self-Discipline:** Demonstrated capacity to take proactive steps and maintain focus on tasks with minimal supervision.
- **Working under Pressure:** Thrives in high-pressure environments, delivering results while maintaining

Employment History

Liaison Interpreter (Feb 2019 - Present)

United Nations High Commissioner for Refugees / International Organization for Migration - Beirut, Lebanon

- Facilitating seamless communication between delegates and Syrian refugees through precise translation of interviews, ensuring accuracy and confidentiality.
- Upholding principles of impartiality, neutrality, and respect for interviewees, fostering trust and credibility.
- Adapted to remote interviewing methods during the COVID-19 pandemic while maintaining the integrity of the process.

Tour Leader (June 2012 - Present)

Nakhal & Cie – Marmaris, Turkey

- Providing comprehensive assistance and guidance to Lebanese tourists in Marmaris, Turkey, from airport reception to excursion planning and conflict resolution.
- Leveraging strong communication skills to bridge cultural gaps and enhance tourists' experience, earning a reputation for outstanding customer satisfaction.

Private Language Tutor (2020 - Present)

Remotely via zoom or google meet

- Providing instruction in Arabic, French and English to learners spanning various ages and proficiency levels, ranging from young children to adults.
- Prioritizing students' individual needs.
- Implementing innovative teaching strategies to enhance student engagement and comprehension.

Freelance Translator (October 2011 - Present)

Home-based – Baabda, Lebanon

- Delivering meticulous translation services for a range of general and technical documents, CVs, recommendation letters, theses, and video transcriptions.
- Exhibiting versatility by undertaking subtitling projects, ensuring accuracy and coherence across various media formats.

composure and professionalism.

- Communication Skills: Strong verbal and written communication skills, adept at conveying ideas clearly and persuasively.
- Public Speaking Skills: Skilled in delivering engaging presentations and addressing audiences with confidence.
- Crisis Management Skills: Capable of remaining calm and making sound decisions during challenging situations.
- Professional & Friendly Attitude: Known for maintaining a positive and approachable demeanor in all interactions.
- Good Team Player: Collaborative approach to work, fostering a supportive and cooperative work environment.
- Creative Thinking: Ability to think innovatively and generate novel solutions to complex problems.
- Software Proficiency: Proficient in Microsoft Office suite and adept at utilizing web and social media platforms for professional purposes.

Languages

- Arabic – native
- French – fluent
- English – fluent
- Spanish – intermediate
- Turkish – intermediate

Substitute Teacher (Feb 2018 - Feb 2020)

American Community School - Beirut, Lebanon

- Provided engaging and inclusive instruction in French, English, and Arabic to Middle and High School students, catering to diverse learning styles.
- Prioritized students' individual needs, fostering an environment of respect, equality, and confidence in learning.
- Implemented innovative teaching strategies to enhance student engagement and comprehension.

Education

Professional Master's Degree in Modern Languages – Option: General and Specialized Translation

Lebanese University, Faculty of Letters and Human Sciences, Center for Languages and Translation| New Rawda (Lebanon)

2015

Teaching Diploma equivalent to Bachelor Degree plus M1 in Translation

Lebanese University, Faculty of Letters and Human Sciences, Center for Languages and Translation| New Rawda (Lebanon)

2013

Bachelor's Degree in Translation

Lebanese University, Faculty of Letters and Human Sciences, Center for Languages and Translation| New Rawda (Lebanon)

2012

Lebanese Baccalaureate in Life Science

College des Soeurs des Saints-Coeurs| Hadat (Lebanon)

2008