

Lubna El Saleh

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Akkar, Lebanon

PROFESSIONAL SUMMARY

A multi-skilled & talented translator, with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. For the last 3 years i worked as a French teacher for the Syrian refugees with the ministry of education for reaching all children with education program.

WORK EXPERIENCE

French teacher

Oct 2018 - 2022

El Bireh school • Akkar, Lebanon

- Teach students using a systematic plan of lessons, discussions, audio-visual presentations and field trips
- Lead students in activities to promote their physical, mental and social development and their school readiness
- Assign and correct homework
- Prepare, administer and correct tests
- Evaluate the progress of students and discuss results with students, parents and school officials
- Identify children's individual learning needs

English teacher

2015 - 2020

AL Riyad school • Akkar, Lebanon

- Prepare courses for presentation to students according to approved curriculum
- Teach students using a systematic plan of lessons, discussions and audio-visual presentations.
- Assign and correct homework
- Prepare, administer and correct tests
- Evaluate the progress of students and discuss results with students, parents and school officials
- Identify children's individual learning needs
- Prepare and implement remedial programs for students requiring extra help
- Participate in staff meetings, educational conferences and teacher training workshops

Translator

Jun 2017 - Oct 2018

World vision organization • Akkar, Lebanon

- Translate a variety of written material such as correspondence, reports, legal documents, technical specifications and textbooks from one language to another, maintaining the content, context and style of the original material to the greatest extent possible
- Revise and correct translated material
- Identify the terminology used in a field of activity
- Translate APR letters and other documents from Arabic to English and vice versa.
- Also sometimes enter data on a laptop.

Animator

Mar 2017 - Sep 2017

World vision organization • Akkar, Lebanon

- Assess and investigate eligibility for social benefits.
- Give life skills sessions for children from 8 to 12 years old in Arabic.
- Do lots of activities with them such as painting, going to Fun Park, watching documentaries, etc.....

EDUCATION**Teaching Diploma**

2016 - 2017

Lebanese International University • Tripoli, Lebanon

- Study the best theories of education such as Maslow theory, bloom's taxonomy.....
- Take a course about classroom management.
- Study how to counsel and to treat students on an equal basis.
- Study the philosophy of education.

Bachelor degree in translation and interpretation

2013 - 2016

Lebanese International University • Akkar - Beirut, Lebanon

- Study how to translate from English to Arabic to French and vice versa.
- Study how to translate Un documents, legal documents, economical texts, medical texts, literary texts, and several forms.

Baccalaureate

2011 - 2012

Al Riyad school • Akkar, Lebanon

- Studied the official Lebanese Baccalaureate in the field of general sciences.

SKILLS

- Trained with world vision and Skoun Lebanese addictions Center about SKILLS FOR GROWING.
- Internet browsing: very good
- Excellent communication and social skills
- Able to work to tight deadlines.
- Highly skilled in Word, Excel and Power point.
- Willing to travel and able to work under pressure.
- Able to prioritize work.

Languages

- Arabic : native
- English :fluent spoken and written
- French : very good command