

# RAWANEBOU DIAB

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## CONTACT

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Beirut, Lebanon

## PROFILE

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Dynamic translator with 2 years of experience and a degree in Translation. Fluent in three languages, I excel in creating high-quality translations and engaging copy for social media and marketing. With a strong academic foundation, I effectively enhance brand visibility and resonate with diverse audiences. Highly organized, I have a proven track record of managing multiple projects under tight deadlines.

## SKILLS

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Translation Proficiency

Social Media Management

Customer Relationship  
Management (CRM)

Research Skills

Copywriting

## EXPERIENCE

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PR Admin & Translator at JRN Consultancy

**2025**

- Organized and detail-oriented Administrative Assistant and Translator with experience in managing office tasks.
- Prepare reports and translating news content for clients.
- Skilled in delivering accurate and timely translations while ensuring effective client communication.
- Drafting and editing press releases.
- Data entry and office logistics To support day-to-day operations.

Translator Specialist at Park Innovation

**2024**

- Research and generate creative ideas for content across various platforms.
- Write and edit compelling, error-free content, including articles, blog posts, social media posts, and marketing materials.
- Tailor content to align with the preferences and interests of specific target audiences.
- Review and rewrite technical documents in the specified language, adhering to rules of word meaning, sentence structure, grammar, punctuation, and mechanics.
- Collaborate with designers, videographers, and other team members to produce visually appealing content.
- Edit content while maintaining its original format, including font and structure.
- Provide language expertise and guidance.

## EDUCATION

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Lebanese International  
University

**2020 -2024**

**Translation and  
Interpretation Degree**

CIS college

**2024**

**Digital marketing**

## **LANGUAGE**

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Arabic: Native

English: Fluent

French: Fluent

## **EXPERIENCE**

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### **Editing and Proofreading at Al Anbaa Newspaper – Internship 2023**

- Conducted research and gathered information to support news articles and feature stories.
- Assisted in writing and editing news stories, press releases, and editorial content.
- Collaborated with journalists and editors to brainstorm story ideas and angles.
- Supported the production and publication of multimedia content, including photos, videos, and infographics.
- Managed social media accounts and contributed to online content promotion and audience engagement.

### **Translator Specialist at Amandine Translation – Internship 2023**

- Assisted in translating documents and texts between English and French, ensuring accuracy and cultural relevance.
- Conducted research to clarify terminology and enhance translation quality.
- Collaborated with senior translators to refine translations and maintain language consistency.
- Proofread and edited translated content for grammar, punctuation, and overall coherence.
- Participated in localization projects, adapting content for French-speaking audiences.