

Fatima Darwich

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Summary

MBA graduate specializing in strategic management, marketing, and financial analysis. Proven analytical and problem-solving skills demonstrated through case studies, group projects, and academic research. Gained expertise in market trends, consumer behavior, and business operations, with proficiency in Microsoft Office Suite, data analysis tools, and CRM platforms. Leadership roles in university organizations highlight teamwork, communication, and organizational abilities. Passionate about driving business growth and delivering innovative solutions, ready to excel in dynamic business environments.

Key Competencies

Strategic Thinking - Analytical skills - Market Analysis - Customer Relationship Management (CRM) - Brand Management - Creativity and Innovation - Data Analysis (Power BI, Excel)

Professional Experience

Chehab Translation, Lebanon

Aug. 2021 – Jan. 2022

Translation Intern

- Translated 250 official documents, including legal papers, contracts, and correspondence, across French, Arabic, and English, ensuring precision and cultural relevance.
- Provided accurate translation for three 2.5-hour films, including dialogue and subtitles, maintaining content integrity and meaning.
- Facilitated communication at airports by translating 70 announcements and providing entry and departure interpretation services.
- Translated certificates such as birth, marriage, and academic degrees, preserving the original format and ensuring accurate information conversion.
- Converted identification documents, including passports, driver's licenses, and national IDs, to bridge language barriers effectively.

Education

American University of Beirut, Lebanon

Jan. 2025- Present

Graduate Professional Diploma in AI and Data Science

Lebanese International University, Lebanon

Jun. 2021 – Jan. 2024

MBA in Management

- GPA: 3.53/4

Lebanese International University, Lebanon

Feb. 2018 – Jun. 2021

Bachelor of Translation and Interpretation

- GPA: 3.5/4

Certifications

The Nawaya Network
2024
Business Intelligence

Union of International Translators
2018
Freelance Translator Course

Union of International Translators
2018
Translation of Legal Documents Course

Additional Information

Computer: Microsoft Office (Word, Excel, Access, PowerPoint)

Languages: Arabic (Mother Tongue), English (Fluent), French, Spanish