

RAMA AL KHATIB

barja, Mount Lebanon- Lebanon

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Career objective:

Translator with a Bachelor's degree in translation and interpretation, offering over 4 years of experience in translating more than 1000 documents, articles, and various types of data. Having exceptional written and oral proficiency in English, French, Arabic and Spanish. Eager to make use of my multilingual skills and extensive experience to contribute to a dynamic team and facilitate effective cross-cultural communication.

Education:

- **Bachelor degree in Translation and Interpretation**
Lebanese International University (LIU), February 2018- June 2021, with a GPA of 2.82 (graduate).
- **Socio-Economic Certificate**
Barja Official School, Graduated in 2017.
- **French DELF (B1)**
-passed the official written and oral exam for DELF B1 level (2016).

Experience:

- **Translator, transcriber**
2022 to 2024: translator/transcriber for Exigo research and communication company.
 - Reviewed and proofread documents prepared by colleagues, ensuring accuracy and quality.
 - Organized and edited numerous files for NGO projects in Lebanon.
 - Frequently entrusted by team managers with sensitive documents, consistently delivering accurate and professional translations.
2020 and now: Translated documents in the language pairs Arabic, English and French Medical, UN, Media and Technical translation and transcription, editing/proofreading.
- **language tutor**
2020 and now: English, French and Arabic lessons for high school and university students, taught language courses and prepared senior projects for students majoring mainly in translation.

Training and internships:

- Internship with Ms. Melissa Akiel who is a sworn translator: translated legal documents and learned about the legal translation system. (2021)
- Computer course for Microsoft office, excel, PowerPoint and word (2019)

Skills:

soft skills:

- problem solving.
- time management.
- attention to details.
- communication skills.

Technical skills:

- Microsoft office.
- PowerPoint.
- Microsoft word.
- memoQ, Trados studio, Smartcat.

Volunteering:

- outreach with Siblin training center: participated in focus group discussions (FGDs) with youth of the local community in Siblin regarding education and skills development. (2018)
- Volunteer with Second Islamic French: joined a team of field workers to distribute food baskets and other goods for local communities.
- Outreach with Mercy Corps: volunteered twice to conduct project assessments and FGDs with small business owners. (2017)

Languages:

Arabic: Mother tongue.
French: Advanced Level.
English: Advanced Level.
Spanish: professional Level.

References:

Ahmad Chebbo:

Worker at Arwan pharmaceutical company

Ahmad.chebbo16@gmail.com

Alia Chebbo:

Supervisor at ElSada groups Alia.chebbo21@gmail.com

Fatima Shaaban:

English teacher at Arcadia Fatimashaaban711@gmail.com