

Stefany Stephanos

TRANSLATION (ENGLISH-FRENCH-ARABIC)

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Education

Arab Open University|Antelias LB

2/2025-present

Masters of Business Administration

Major Business courses include:

Accounting

Management

Marketing

Finance

Lebanese International University |Beirut LB

10/2020- 6/2023

Bachelor of Translation and Interpretation|Gpa:3.41

Major Translation courses and projects include:

Media translation

Literary Translation

Economic Translation

Legal Translation

Medical Translation

Simultaneous Interpretation

Experience

Sake ya|asian cuisine|waitress

3/2024-present

- Delivered excellent customer service,ensuring clear communication and a positive experience.
- Accurately processed transactions, including cash, credit, and digital payments, maintaining financial accuracy and accountability.
- Managed incoming phone calls to handle reservations, inquiries, and takeout orders with professionalism and attention to detail

Hovi digital Lab(internship)|Translator

7/2023-9/2023

- Translated marketing website content from English to Arabic and French, ensuring linguistic accuracy and cultural relevance.
- Enhanced copywriting and content writing skills by crafting compelling and persuasive texts tailored to various audiences.
- Created specialized translation glossaries for diverse fields, including aesthetic, medical, economic, and financial industries.

Translation and Subtitling Intern RC for Translation and Training|Translator

2/2023-8/2023

–Lebanon (Online Course/workshop)

- Translated legal, medical, economic, and literary documents with 99% accuracy, meeting 24-hour turnaround times.
- Created professional subtitles for movies, advertisements, and memes using tools such as Aegisub, Subtitle Edit, VLC, and Handbrake.
- Developed specialized glossaries and enhanced linguistic consistency across multiple fields, including legal, medical, and creative projects.
- Strengthened copywriting skills through over 10 hours of writing product descriptions, creative content, and marketing materials.

Bdonna(shopping retail)|Sales Person

3/2022-9/2022

- Provided personalized customer service by assisting clients with clothing selections and offering styling advice, fostering a positive shopping experience.
- Processed sales transactions, created invoices, and accurately input customer details into the system to ensure smooth order management.
- Managed order preparation and packaging with attention to detail, ensuring timely and accurate delivery.

Certificates

- Certificate of Participation(mental health
awareness/stigma/promoting wellbeing and building resilience) 11/2019
- Modern Cultural Center 3/2011
- IELTS test report form (B2) 8/ 2024

Skills & abilities

- Proficient in customer engagement, order processing, and invoice management using retail systems.
- Skilled in effective communication and client rapport building, with fluency in English to support diverse customer needs
- Computer skills: Microsoft Office, Excel, Word, PowerPoint, Team and Outlook.
- Polylingual: Fluent in French, Arabic & English