

# Kawthar Hammoud

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## PROFESSIONAL SUMMARY

Business Development and Administrative Specialist leveraging linguistic skills to bridge market gaps and improve strategies between local and foreign stakeholders. With 3+ years of combined expertise, I have built strong client relationships and earned the trust of international partners through cross-cultural communication and comprehensive strategic consultation support.

## WORK EXPERIENCE

### Motaded Company Limited

#### Business Development Associate & Legal Linguist

Riyadh, Saudi Arabia

October 2024 – December 2025 (remotely)

January 2025 – September 2025 (on-site)

- Consulted with 50+ foreign and local investors on entering the Saudi market through conducting online and in-person meetings.
- Coordinated with operations and finance teams to ensure efficient onboarding of 10+ clients (company setups) by adapting solutions to the client’s needs in accordance with KSA and Gulf regulations.
- Entrusted by management within my first 6 months to train a new team member, reducing onboarding time by 20%.
- Closed a major business deal within probation (first 3 months) through managing a full sales cycle.
- Improved lead tracking efficiency through participating in consultations for the new ERP system implementation to ensure seamless integration with CRM workflows.
- Provided Arabic–English business interpretation in 40+ consultations between Saudi and foreign stakeholders.
- Managed and tracked 200+ client and lead interactions using ERP and CRM systems to streamline reporting.
- Drafted, prepared and reviewed 30+ business proposals and contracts, applying MTPE and proofreading expertise for legal accuracy and clarity.
- Handle administrative tasks including scheduling meetings, CRM, emails, reports and data entry.

### 123 Publishing House

#### EN – AR Translator, Editor and Proofreader

Zahle, Lebanon

January 2024 – December 2024

- Translated 30+ storybooks, 9+ educational products, 100+ posters and different classroom essentials in both languages Arabic and English.
- Reduced post-publication revisions by 30% by performing quality assurance reviews for all web pages prior to publication, identify grammatical errors, and ensure alignment with project requirements.
- Edited and proofread the Arabic version of 200+ product.
- Led a team of 6+ editors, writers, and marketing specialists, and worked closely with designers and developers to deliver 3+ large seasonal projects on time and within scope.
- Uploaded and managed 200+ products on Shopify, ensuring accurate descriptions, images, and pricing to maintain a professional and user-friendly online store.

### Endless Medical Advantage Organization

#### EN – AR Medical Interpreter and Translator

Beqaa, Lebanon

August 2022 – October 2023

- Facilitated 30+ cross-cultural dialogue between European and Arab doctors to foster mutual understanding.
- Delivered interpretation services during 24 sexual and reproductive health sessions led by international doctors to 200+ Syrian beneficiaries (men and women), ensuring linguistic accuracy and cultural sensitivity in communication between doctors and Arabic-speaking attendees.
- Provided on-site interpretation and translation service for 80+ medical consultation within a mobile healthcare unit.
- Rendered precise translations of 200+ medical questionnaires and forms used for collecting data and statistics from Syrian beneficiaries.

### Aareen Bekaa Organization

#### EN – AR Freelance Translator

Beqaa, Lebanon

April 2021 – present

- Translate reports, brochures, social media content, and documentaries for local and international projects.
- Supports organizational communications by translating meeting reports and schedules.
- Translated 100+ social media posts since the organization’s founding, ensuring clear and engaging messaging for both Arabic and English audiences.

## EDUCATION

### Lebanese International University

Bachelor of Education in Translation and Interpretation

Beqaa, Lebanon

September 2019 – June 2023

- **Key modules:** Diplomatic translation, Scientific and technical translation, media translation, economic translation, medical translation, translation of legal and official documents, literary translation and copywriting.

## TRAININGS AND CERTIFICATES

### Certificates:

- Generative AI & Large Language Models – Udemy | September 2025
- Certified Arabic Editor and Proofreader – IABC | February 2024

## SKILLS

- **Business & Communication:** Investor consultation, proposal & contract drafting, ERP & CRM usage, deal closing, team onboarding
- **Marketing & Media:** Social media management, post design, content strategy
- **Digital Tools:** Word, Excel, PP, Google forms, Shopify, Canva, Google Gemini.
- **Languages:** Arabic (native), English (fluent), French (intermediate), Spanish (intermediate), Turkish (basic)

References are available upon request.