

Reine FARID

Organized and detail-oriented professional with experience in secretarial work, medical transcription, documentation, and team coordination. Skilled in Microsoft Office, data entry, and communication



reinebfarid98@gmail.com

+961 76 51 12 97

Dekwaneh, Lebanon

linkedin.com/in/reinefarid

EDUCATION

BSc in Marketing (Second Year)

Arab Open University, Faculty of Business, Badaro

10/2023 - 06/2025

MSc in Biochemistry - Cardiovascular Pharmacology

Lebanese University, Faculty of Sciences, Hadat

10/2019 - 09/2021

80.83%

BSc in Biochemistry

Lebanese University, Faculty of Sciences, Hadat

09/2016 - 07/2019

76.08%

WORK EXPERIENCE

Biology Teacher

Saint Joseph filles de la Charité

09/2025 - Present

Zouk Mikael

Medical Transcriptionist - Assistant Team Leader

Dictalive

12/2021 - Present

Jounieh, Lebanon

Achievements

- Process medical dictations, including imaging reports, consultation letters, operative reports, and expert medical evaluations.
- Ensure high accuracy and compliance with medical transcription standards.
- Assist in training and managing a team of transcriptionists.
- Collaborate with radiologists and medical professionals to maintain clear and precise documentation.

Erasmus+ Grantee, R&D Intern

L'institut Du Thorax, Mass Spectrometry Core Facility

03/2021 - 07/2021

Nantes, France

Achievements

- Hands-on experience in mass spectrometry (LC-MS/MS), affinity chromatography, and enzyme assays.
- Conducted research on cardiovascular biomarkers and cohort studies.

SKILLS

Medical Transcription & Terminology

Scientific Research & Data Analysis

Organizational & Team Management

Problem-Solving & Communication

Microsoft Office

VOLUNTEERING

The Giving Tree (NGO), Secretary, Snaya - Jezzine (07/2024 - 08/2025)

- Organizing cultural events and community activities to support the town.

Regional Consultant - Congregation of Pioneers of the Virgin Mary (2019 - 2024)

- Organized capacity-building workshops for youth and vulnerable groups.

Ministry of Public Health, COVID-19 Awareness Campaign (05/2020 - 08/2020)

- Conducted training sessions on preventive measures for COVID-19, in collaboration with the Lebanese Red Cross.
- Raised awareness about public health initiatives and contributed to community outreach programs.

ACHIEVEMENTS

Erasmus + Scholarship (03/2021 - 07/2021)

CERTIFICATES

Certificate of attendance and organization of the 8th and 9th international meeting on Oncology, Immunology and Cancer Biology (2018 - 2019) (2018 - 2019)

BioBeirut 8 and 9, Lebanese University - Hadat

LANGUAGES

Arabic

Native

French

Full Professional Proficiency (DELF B2)

English

Full Professional Proficiency

INTERESTS

Event Planning

Dance & Music