

BATOUL FAKIH

TRANSLATION & PROJECT MANAGEMENT

 Beirut, Lebanon  April 19th, 1997

 batoulwfakih@gmail.com  00961-76737730

English/Arabic Translator & Editor with 7 years of experience delivering high-quality translations for regional and international clients across diverse sectors. Proficient in project management and coordination, particularly on EU-funded initiatives, UN-implemented programs, and projects with international organizations. Skilled in data management processes, educational content development, administrative and financial project administration, and the use of AI-based tools.

WORK EXPERIENCE

Project Assistant (Translation/Modernisation Specialist)

International Centre for Migration Policy Development (ICMPD), MED Region | Oct 2024 – Present

- Manage ICMPD's AI translation tool (RWS Trados), including system setup, workflows, language combinations, translation engines, accounts and termbase/translation memory development.
- Translate and proofread documents in Eng, Fr, Ar, particularly courses and curricula for the Training Institute on Migration Capacity Partnership for the Mediterranean (MCP Med TI).
- Conduct research on emerging AI and modernisation tools and techniques for project management.
- Develop SharePoint site pages, including content and visual identity for ICMPD in the Med region.
- Develop online courses and learning paths using Articulate and the LMS platform.

Project Assistant

International Centre for Migration Policy Development (ICMPD), Lebanon | July 2022 – Sep 2024

EU funded project: Strengthening Capability for Integrated Border Management in Lebanon

- Organise events, meetings, and study visits with beneficiaries from all Lebanese security agencies and support day-to-day project activities.
- Administer the procurement, finance, recruitment, travel, contracting and payment operations with experts and suppliers, prepare all needed documents, and process them on SAP.
- Revise annual budgets, project expenditures, budget execution, and obligations reports.
- Prepare correspondences, TORs, reports, minutes, presentations, and communication materials.
- Translate written project related materials and execute interpretation (Eng > < Ar).

Project Officer

Grant from the European Union, Lebanon | June 2020 – June 2022

Development of a Model Municipal Solid Waste Management Program, implemented by Iqleem at-Tuffah Municipalities Union, American University of Beirut (AUB), University of Cagliari (Italy), and Nadeera.

- Lead the development of the project baseline and oversee data collection teams and designing the baseline data collection process, including forms, surveys, tools, and consolidated reporting.
- Contribute to drafting the project business plan, feasibility study, master plan, communication and visibility strategy, and behavioural change plan.
- Organise and facilitate stakeholder assessments, meetings, and interviews.
- Manage project administration, maintain the weekly action log, and translate project documents.
- Prepare narrative reports, meeting minutes, and communication materials.

Projects Management Officer

Iqleem at-Tuffah Municipalities Union, Lebanon | July 2018 – May 2020

- Coordinate projects with EU, World Bank, UNHCR, UNDP, ILO, NRC, and ANERA on public schools' refurbishment, e-municipality, COVID-19 awareness, aids and cash assistance, roads paving, drilling of artesian wells, agricultural sector support, food security, public health, mental health awareness, and elderly care.
- Facilitate trainings with UNICEF, Mercy Corps, and local organizations on strengthening women capabilities, supporting youth and SMEs, entrepreneurship, education, and vocational studies.
- Draft letters, correspondences, reports on the activities and proposals for new projects.
- Execute field interpretation and translate documents (Eng > < Ar).

FREELANCE EXPERIENCE

Translator & Editor (English > Arabic)

Formatech, UAE | June 2024 – Present

Translate materials for trainings conducted in KSA & UAE on project managements and AI.

The Language Platform (TLP), Lebanon | November 2023 – July 2024

Edit reports for IGOs and NGOs.

TransAnd, France | August 2022 – October 2023

Edit documents for the Organisation for Economic Co-operation & Development (OECD).

Arab Resource Collective (ARC), Lebanon | June 2022 – October 2022

Translate texts and transcribe interviews on mental health, children, and educational subjects.

Doctors Without Borders (Médecins Sans Frontières) | April 2022 – June 2022

Transcribe and translate interviews on medical and mental health subjects.

Senior Arabic Editor & Translator (English > Arabic)

Bricks Beirut, Lebanon | December 2019 – March 2022

Manager, Translate and edit Arabic translation projects including general, legal and technical documents, brochures, websites content, and marketing materials for clients in Lebanon and the Gulf.

EDUCATION

Master's degree in Translation | Islamic University of Lebanon | 2017 – 2018

Bachelor's degree in Translation | Islamic University of Lebanon | 2014 – 2017

Baccalaureate Diploma in Life Science | Arabsalim High School, Lebanon | 2011 – 2014

LANGUAGES & DIGITAL SKILLS

- **Languages:** Arabic (Native), English (Fluent), French (Advanced), Italian (Basic)
- **MS Office:** Excellent experience in Word, Excel, PowerPoint, Outlook, MS Teams, SharePoint.
- **Business Tools:** Excellent experience in SAP (ERP Software); Good experience in Power BI.
- **Training Tools:** Excellence experience in Articulate; Good experience in LMS Platforms.
- **Localization Tools:** Excellent experience in the Translation tool RWS Trados (CAT Tool – SDL).

COURSES & CERTIFICATIONS

• Monitoring & Evaluation Certification	International Training Centre of the ILO	Mar 25
• PMP Preparation Course	Project Management Institute (PMI)	Jan 25
• CAPM Preparation Course	Project Management Institute (PMI)	Jan 24
• Translation Quality Management	National Research TomskState University	Dec 20
• Verified Arabic Translator	Translators Without Borders	Dec 20
• Initiating & Planning Projects	University of California, Irvine	Dec 20

TRAINING & WORKSHOPS

• Freelance Academy	Mercy Corps & Mind Navy, Lebanon	Mar 22
• How to Find, Write, & Manage Grants	Live Love Lebanon, Lebanon	Dec 21
• Copywriting Workshop	ETIB, Saint Joseph University (USJ)	Apr 21
• Communication & Visibility Seminar	European Union Delegation to Lebanon	Oct 19
• Entrepreneurship	The Nawaya Network, UNICEF	Jul 19
• Master Plan Workshop	LDK Consulting Group, Berytech	Feb 19
• Mediation Competition	Professional Mediation Center at USJ	May 19

REFERENCES

References are available upon request.