

Lama Taleb

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PROFILE

Passionate writer and linguistics graduate with strong academic training in English Literature and hands-on experience in content writing, translation, and documentation. Skilled in crafting clear, engaging texts in both Arabic and English, with additional expertise in editing, social media content creation, and oral history documentation. Brings strong research, critical thinking, and communication skills to any writing or editorial role.

EDUCATION

Master's Degree in English Literature - Lebanese University

2024

Focused on linguistics, critical theory, and textual analysis. Coursework included:

- **Linguistics & Language Studies:** Phonetics and Phonology, Morphology, Syntax, Semantics, Sociolinguistics, Applied Linguistics, Translation Studies.
- **Critical Theory & Cultural Studies:** Literary Theory (Structuralism, Post-structuralism, Feminism, Postcolonialism, Psychoanalysis), Comparative Literature, Gender and Literature, Modern Critical Approaches.
- **Textual & Literary Analysis:** Advanced Literary Analysis, Shakespearean Studies, Modern and Contemporary Literature, Romanticism and Victorian Studies, Postcolonial Literature, American Literature.
- **Research & Academic Writing:** Research Methodologies in Literature, Thesis Writing Seminar, Academic Essay Writing.

Developed expertise in analyzing texts through diverse critical frameworks, conducting close linguistic and literary readings, and producing well-structured academic research papers.

WORK EXPERIENCE

Executive Officer - Surv Linguistics

2023-till this day

- **Project Kick-off:** Use Phrase and Memoq (or similar CAT tools) for word-count analysis; organize documents into batches for translators, distribute them and follow up with them. Making sure to ace the process from beginning to end.
- **Team Coordination:** Communicate effectively with the team and coordinate accordingly
- **Resource Management:** Use the RMS tool to manage project entry and make sure that the project would run smoothly.
- **Documentation & Reporting:** Maintain records of planning steps, issues, resolutions; prepare status updates and reports for internal stakeholders
- **Collaboration & Communication:** Engage with the Planning & Execution Manager, Account Executives, Translation Managers, and other Execution Officers to ensure alignment and timely task delivery

Project Coordinator Assistant - Silat Wassel

2021-2023

- **Project Planning & Coordination:** Develop detailed project work plans, timelines, and budget breakdowns.
- **Support the Project Manager in aligning initiatives with organizational objectives.**
- **Stakeholder Engagement:** Coordinate with community leaders, NGOs, donors, and public institutions.
- **Act as liaison during joint initiatives or community outreach activities.**
- **Implementation Oversight:** Monitor project progress, collecting updates from field reporters and contributors.
- **Ensure deliverables are on time and meet quality standards.**
- **Reporting & Documentation:** Compile weekly/monthly status reports including metrics, outputs, challenges, and beneficiary feedback.
- **Field Activities Support:** Facilitate and supervise field-based surveys, reporting, and content gathering sessions.
- **Engage local communities and partners during fieldwork coordination.**

CERTIFICATES

A- Content Writing - Mercy Corps & Forsa

2024

1. Content Strategy & Planning

- How to plan content: mapping ideas, content calendar.
- Choosing topics, keywords, structure of content for engagement.
- Understanding target audiences, platforms (social media, web, print), and tailoring content accordingly.

2. Real-World Practice

- Writing assignments or projects (e.g. writing a blog post, social media campaign, translation or localizing content).
- Possibly group work or peer review.

3. Tools & Digital Skills

- Familiarity with content management tools or platforms (CMS, WordPress etc.), or even simple editors.
- Basic digital tools for formatting, version control, collaborative writing.
- Using language tools (spell checkers, style guides, translation tools & AI).

4. Professionalism & Soft Skills

- Time management, meeting deadlines.
- Research & fact-checking.
- Ethical writing: citations, plagiarism, respecting source culture.
- Possibly client-oriented content: writing per briefs, responding to feedback, revising.

B- Translation and Documentation - (ADHRB)

2022

1. Translating texts from Arabic to English and vice versa.

2. Managing Facebook and Instagram posts.

3. Managing and editing the weekly newsletter using Mailchimp.

C- Feminist Oral History (منا و فينا) - Knowledge Workshop

2021

Understanding Oral Feminist History, its ethics. Also, learning how to record and document an interview and edit it using audacity.

VOLUNTEER WORK

1. Volunteered with JRS in focus groups to facilitate for the migrant community

2. Volunteered with kater El kheir (After the port's explosion on the 4th of August 2020)

3. Volunteered at al Hanan center for Children with Special Needs (Twice 2017 & 2018)

4. Beach clean ups

PROFESSIONAL SKILLS

1. Fluent in both English and Arabic
2. Excellent computer skills (Microsoft word, excel, power point)
3. Knowledge in Phrase and Memoq
4. ACCESS Alumni (TEFL 860/900)
5. An expert in social media (Meta)

SOFT SKILLS

1. Great communication skills
2. Fast learner
3. Hard worker
4. Organized

PUBLICATIONS

War Journal at Kohl Journal