

Curriculum Vitae

Name

Sanaa DIAB SHARARA

Address

Kfarchima, Abi Nassr area, Abi Rached Building, Lebanon

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sanalivre1977@hotmail.com

Place and Date of birth

Lebanon, 13 October 1977

Nationality

Lebanese

Marital status

Married

Education and qualifications

- 1999 Graduated from Lebanese University
Diploma degree in "Audiovisual"
- 2004 Graduated from Lebanese University
Diploma degree in French literature
- 2009 Graduated from Lebanese University
Master degree in Linguistic
- 1995 Graduated from Official High School of Marjeyoun
with "Philosophy" certificate

Languages

Arabic - fluent

French - fluent

English – good

German– B2 courses

Other skills

Completed computer course in MS Word, Excel, Power Point.

Very fast typing English, French and Arabic.

Advanced PC and Internet user.

Professional qualifications / Work Experience

Dec 2000- Aug 2002

Worked as Editor /Journalist at AL Anbaa Newspaper (Kuwait)

- Make Interviews
- Write articles
- Cover various events

October 2002- Jun 2003

Worked as journalist at Al Mustaqbal and Assafir Newspaper:

- Make Interviews
- Write articles
- Cover various events

February 2002 – February 2005

Worked as author and presenter of radio programs in Voice Of People Radio:

- Prepare and submit cultural programs.
- Voice over for jingles and Ads.

February 2005- Jun 2009

Worked as journalist in Al Balad Newspaper:

- Make Interviews with writers, poets, film makers, intellectuals, directors...
- Write articles
- Write a cultural weekly article
- Cover various cultural events

Jun 2009-June 2012

Worked as copy editor at GALA magazine - arabic edition:

- Edit, reformulate and organize the content of all Gala issues
- Rewrite some articles especially those provided by the branches (Kuwait and Syria).
- Check the language, the style, the structure, the logic of Gala articles.
- Align editorial material to fit Gala Germany guidelines.
- Suggest and correct titles, captions and boxes for all celebrity articles.
- Brief the Editor in Chief on quality of deliverables from editors
- Check the print out 1 and 2 and the final sherpa and sign them
- Collaborate with the graphic designers and work on the possible editorial corrections

- Coordinate with the Senior Editor and the Editor in Chief regarding the cover titles

June 2012 – February 2013

Worked as copy editor at Good Health Arabia magazine:

- Edit, reformulate and organizing the content of all Good Health issues
- Rewrite some articles especially those provided by the branches
- Check the language, the style, the structure, the logic of Good Health articles
- Align editorial material to fit Good Health Australia guidelines
- Suggest and correct titles, captions and boxes for all celebrity articles
- Brief the Editor in Chief on quality of deliverables from editors
- Check the print out 1 and 2 and the final sherpa and sign them
- Collaborate with the graphic designers and work on the possible editorial corrections
- Coordinate with the senior editor and the Editor in Chief regarding the cover titles

March 2013- April 2014

Worked as copy editor at Haya magazine

- Write Haya Dairy weekly article

Worked as journalist, editor and Copy Editor in Haya website:

- Make interviews with film makers, TV stars, fashion designers, beauty experts...
- Write articles: social, psychology, travel, wellbeing, beauty, health, stars...
- Rewrite some articles especially those provided by Jordan branch
- Check the language, the style, the structure, the logic of articles

March 2014 –August 2016

Worked as Copy Editor at Mondanité Kuwait magazine.

- Edit, reformulate and organize the content of all Mondanité Kuwait issues
- Rewrite some articles.
- Check the language, the style, the structure, the logic of Mondanité Kuwait articles.
- Align editorial material to fit Mondanité guidelines.

- Suggest and correct titles, captions and boxes for all articles.
- Brief the Editor in Chief on quality of deliverables from editors
- Check the print out and the final sherpa and sign them
- Collaborate with the graphic designers and work on the possible editorial corrections
- Coordinate with the Senior Editor and the Editor in Chief regarding the cover titles

May 2014 -March 2022

Worked as Editor at Al Jamila website:

- Write articles: health, tests, fitness, beauty, couple,...

March 2016

- Questions preparation: Who win the millions-Tv program-OSN

February 2018 -june 2019

Worked as Senior Editor at Haya website:

- Write daily news for the website
- Create native articles for ads
- Find new ideas to
- Conduct interviews
- Check the website content

August 2016 till May 2020

Worked as editor at Laha website:

- Write daily news for the website
- Create native articles for ads

Worked as editor at Nuralife (Al Maraii) new website and App.

February 2021

Worked as freelancer proofreader at Hachette Antoine.

February 2020 -March 2022

Worked as editor at 218 TV website.

March 2022 till Now

Working as translator, Senior Copy Editor at List Magazine and website

Courses and Accreditations

2005 – English classes at The American Center

2004-Tv news editor training - Al Mustaqbal Tv

2022- German classes at Goethe Institute

Travel

- Dubai
- Egypt
- Spain
- Turkey
- Germany
- Sweden

Interests and hobbies

Reading about literature

Writing

References

Available upon request and politic.