

# Celine Kawass

## ABOUT ME

A hardworking individual thriving for success and goal achievement by chasing the most professional experiences available in the work field, and gaining new tangible, and efficient skills for future purposes. Capable of multitasking with full focus and is a very thorough listener.



## ADDRESS

Sodeco  
Beirut  
Lebanon



## PHONE

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## EMAIL

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## EXPERIENCE

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### **Copywriter & Content Producer, 2023 – Oct 2025** Madison Digital Advertising Agency • Full-Time

- Manage all aspects of content production, including on-site and in-office photography using mobile equipment for social media and marketing needs.
- Develop and execute content calendars tailored to each client's brand identity and campaign goals.
- Conceptualize creative ideas for social media videos and static posts, ensuring alignment with client objectives and trends.
- Translate and adapt subtitles, scripts, and website content between languages with accuracy and cultural sensitivity.
- Edit professional-quality videos using CapCut, from raw footage to polished final versions optimized for digital platforms.
- Record and perform voiceovers using my own voice for social media content, enhancing engagement and brand storytelling.

### **Translator, 2023 - 2024** U.S. Aid • Freelancing

- Translated recorded interviews and conversations from Arabic to English with accuracy, clarity, and cultural relevance.
- Produced written transcripts and translations tailored for professional use, ensuring fidelity to tone and meaning.
- Delivered work under tight deadlines while maintaining high quality standards.

### **Youth Programs Educator, 2021 - Present** Beyond Learning • Seasonal

- Delivered educational and entertainment programs to children, combining fun activities with lessons on manners, values, and civic awareness through edutainment camps.
- Facilitated learning of life skills (communication, teamwork, empathy, responsibility) to help children understand more about the world around them.
- Designed and led interactive sessions, games, discussions, and workshops to reinforce positive behaviors and character-building.
- Ensured safe, inclusive, and engaging environments where children feel comfortable to participate and express themselves.
- Collaborated with fellow educators and camp staff to plan daily schedules, coordinate materials and resources, and adapt activities to different age groups.
- Helped children apply values and lessons in practical scenarios, reinforcing learning through play, reflection, and hands-on exercises.

**Data Entry Clerk, 2021 - 2022**  
University of Saint Joseph • Part-time

- Processed and digitized student application documents by accurately entering data from physical records into the university's system.
- Maintained high levels of accuracy and attention to detail while handling sensitive student information.
- Ensured records were complete, consistent, and properly organized for administrative use.
- Assisted in streamlining application workflows by meeting deadlines and supporting the admissions team during peak periods.

**EDUCATION** 

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**University of Saint Joseph (USJ), 2020 - 2023**  
Translation and Interpretation

**Al Makassed Ali Bin Abi Taleb, 2017 - 2020**  
Baccalaureate in Economy and Sociology

**LANGUAGES** 

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Arabic • English  
Native/Bilingual Proficiency

Spanish  
Professional Working Proficiency

French  
Limited Working Proficiency

**CERTIFICATES** 

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**Deep Listening Training Program, Mar 2021**  
British Council

- Developed advanced listening and communication skills with a focus on empathy, understanding, and effective engagement.

**SKILLS** 

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Accepts responsibility • Communicates effectively • Solves Problems •  
Meets deadlines • Team-worker • Detail oriented