

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

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EXPERIENCE

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

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

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

LANGUAGES

Arabic • English
Native/Bilingual Proficiency

Spanish
Professional Working Proficiency

French
Limited Working Proficiency

CERTIFICATES

Deep Listening Training Program, Mar 2021
British Council

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

SKILLS

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