

TERESA ZOHROB

teresa.zohrob@outlook.com | +961 76 878 589

LinkedIn: <https://www.linkedin.com/in/teresazohrob/>

PROFESSIONAL SUMMARY

Multilingual Communications professional with a strong foundation in writing and editorial work. Experienced in shaping clear and structured messages, adapting content to different audiences, and supporting communication processes within team environments.

PROFESSIONAL EXPERIENCE

MTV – Newsroom

Newsroom Intern

Present

- Produced broadcast-ready news scripts with clear structure and concise delivery
- Contributed to reportage scripting while observing how editorial and visual elements are synchronized
- Shadowed newsroom operations, gaining insight into cross-team coordination and production workflows
- Learned to navigate newsroom systems for script input, visual selection, and segment preparation
- Built a strong foundation in TV news writing and editorial structuring under real newsroom conditions

Holy Cross Parish

Parish Communications & Events Coordination

January 2023 – Present

- Designing faith-based visual materials including Bible verse graphics, prayer posters, social media stories, and invitations for parish activities and events.
- Supporting the planning and organization of youth camps, youth prayer gatherings, and youth group dinners throughout the year.
- Assisting in coordinating parish celebrations including the Holy Cross Feast festivities, Mother's Day, Christmas Meal, and other.
- Helping in preparing children for their First Communion by supporting training sessions and assisting with the coordination of the ceremony and related activities.
- Assisting with seasonal decoration changes for the church, parish hall, and outdoor for liturgical seasons such as Christmas, Lent, and Holy Week, as well as for community events and celebrations.
- Preparing written documentation of youth activities for archives, and drafting financial and summary reports for youth camps to support donor communication and record keeping.

This Is Beirut, Beirut

Content Creation Trainee

October 2025 – October 2025

- Developed Instagram materials including Reels, carousels, and static posts from concept to final design.
- Drafted scripts and captions aligned with platform-specific engagement strategies.

- Applied Adobe Premiere and Adobe Photoshop to enhance visual communication outputs.

Université La Sagesse, Beirut

Copywriter & Event Liaison Coordinator

September 2024 – September 2025

- Drafted and published institutional materials including website articles, announcements, and event coverage.
- Produced written communications for internal and external university audiences.
- Coordinated event logistics including VIP guest list management, seating protocol, and vendor communication.
- Prepared instructional materials for MS Teams and SIS platforms to support internal operations.
- Designed branded visual materials using Canva and Adobe Express.

LAU ACE (Lebanese American University Academy of Continuing Education), Beirut

Social Media Coordinator

March 2024 – August 2024

- Managed publication schedules across Instagram, Facebook, and LinkedIn.
- Designed promotional visuals supporting course enrollment campaigns.
- Created certificates, invitations, and event backdrops using Adobe InDesign.
- Supported formatting and layout of academic documentation.

UNDP Lebanon, Remote

Translator

January 2024 – February 2024

- Translated digital project materials (Arabic to English) for the Next Gen Youth initiative.
- Ensured accuracy and alignment with institutional tone and messaging standards.

PHAAE (Public Health Aid Awareness & Education), Remote

Writer

June 2023 – October 2023

- Drafted structured annual written reports covering the social media awareness campaigns and digital publication.

United Nations Information Centre Manama, Remote

Translator

June 2023 – September 2023

- Translated press releases and institutional communications (Arabic/French to English).
- Maintained clarity and consistency in public-facing materials.

Pastoral Work, Notre Dame University (NDU), Zouk Mosbeh

Social Media Coordinator

February 2023 – September 2023

- Designed and published event-related and seasonal communication materials.
- Supported digital engagement initiatives.

**United Nations Special Coordinator for Lebanon, Hybrid
Public Information Intern**

December 2021 – May 2022

- Contributed to website updates and institutional social media communications.
- Conducted research and prepared analytical briefings on regional developments.
- Drafted stakeholder profiles to support internal reporting and communications planning.
- Translated and edited press releases, speeches, and official communications (Arabic, English, French).
- Monitored regional and local media to inform public information outputs.

**Campus J, Remote
News and Articles Editor**

November 2020 – June 2021

- Proofread English-language articles and provided multilingual editorial support.

**Translator Laure Moubarak, Remote
Translation Apprentice**

November 2019 – December 2023

- Translated cross-sector documents in Arabic, English, and French.
- Ensured linguistic precision and contextual accuracy.

**Pastoral Work Lebanon, Remote
Languages Teacher**

April 2020 – June 2020

- Provided remote language tutoring in Arabic, French, and English during COVID-19 lockdown.

**Centre Professionnel de Médiation, Beirut
Secretary & Administrative Assistant**

March 2019 – October 2019

- Managed reception operations and documentation processes.
- Coordinated vendor communication and supported training logistics.
- Assisted with report preparation and administrative organization.

EDUCATION

• **Notre Dame University, Louaize (NDU)**

Master of Arts in Media Studies (Electronic Journalism & PR)

2023 – Present

• **Saint Joseph University (USJ)**

Bachelor's Degree in Translation

2017 – 2021