

Maria Zoureik

Profile

A highly experienced Translator, passionate about language with more than 6 years of experience aiming to deliver an accurate and high quality translation services. Adept in making key decisions and working with other professionals to achieve goals and solve problems. Highly competent communicator skilled in multitasking and effectively communicating with others. Highly organized, and skilled in written and verbal communication. A strong leader who works well under pressure, and exudes positivity.

Employment History

Sworn Translator, Own Office

AUGUST 2018 — PRESENT

- Organized and prioritized work to complete assignments in a timely, efficient manner.
- Translating documents such as: documents issued by civil registry offices (birth certificates, marriage certificates, divorce certificates, etc.); certificates of clear criminal record, marriage status, residence; documents of incorporation; contracts, agreements, powers of attorney; licenses and permits,

Subtitling, Image Production House-Beirut

MAY 2015 — PRESENT

- Translating scripts from English into Arabic and vice versa

Senior Translator, Dual-IT, Elite Projects Qatar

SEPTEMBER 2020 — JANUARY 2022

- Translating various types of financial, economic, legal, court, medical, technical, scientific and general documents including agreements, contracts, power of attorneys, minutes of meetings, tenders, court judgments and memorandums, medical reports...
- Editing and reviewing documents
- Proofreading and revising translated materials

Executive Assistant, Sanabel s.a.r.l

NOVEMBER 2013 — SEPTEMBER 2018

- Handling the manager's correspondence, including calls, emails, post and fax, in order to ensure they are dealt with within the proper time bracket
- Attending senior level meetings and record minutes in an organized form for future reference
- Maintaining an efficient filing system to ensure that all documentations are correctly filed for an easy retrieval
- Organizing and managing the day-to-day running of the manager's professional and personal affairs.

Senior Sales , Rage City Mall (Group JWA)

FEBRUARY 2013 — OCTOBER 2014

- Maintaining sales records for inventory control, ordering stock and even stocking the shelves.

Details

Dbayeh, Lebanon
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NATIONALITY

Lebanese

DATE OF BIRTH

04/10/1989

Skills

Ability to Work Under Pressure

Computer Skills

Microsoft Office

Microsoft Excel

Fast Learner

Customer Service

Problem Solving Skills

Leadership Skills

Time Management Skills

Interpersonal Communication Skills

Collaboration & Teamwork

Languages

Arabic

English

French

- Assisting in the display of merchandise
- Preparing sales contracts and accepting payment through cash, checks and credit card
- Answering customers' queries and concerns
- Providing advice to clients regarding particular products or services
- Quoting prices and discounts as well as credit terms, warranties and delivery dates

Store Manager, MyWay-Hypco Dbayeh

MARCH 2012 — JANUARY 2013

- Completing store operational requirements by scheduling and assigning employees and following up on work results
- Maintaining store staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results
- Ensures availability of merchandise and services by making orders and maintaining inventories
- Formulating pricing policies by reviewing merchandising activities; determining additional needed sales promotion; authorizing clearance sales
- Securing merchandise by implementing security systems and measures
- Maintaining the stability and reputation of the store by complying with legal requirements
- Maintaining operations by initiating, coordinating, and enforcing operational, and personnel policies and procedures

Supervisor at How to Wow Beauty Salon, Spinneys-Dbayeh

MAY 2008 — FEBRUARY 2012

- Managing client appointments
- Keeping up with the demand of clients
- Welcoming and greeting customers who come to the store
- Setting targets for the beauty therapists.
- Selling beauty products and treatments.
- Managing and motivating the salon's personnel
- Calculating daily turnover and profits
- Resolving guest complaints or issues
- Ensuring high standards of hygiene, cleanliness within the salon
- Identifying staff training requirements
- Analyzing weekly and monthly sales figures
- Controlling salon expenses

Education

M.A. in Modern Languages and Translation, Holy Spirit University of Kaslik

SEPTEMBER 2010 — FEBRUARY 2013

B.A. in Modern Languages and Translation, Holy Spirit University of Kaslik

SEPTEMBER 2007 — JULY 2013

References

Available upon request

