

# Dima Fakhreddine

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## EDUCATION

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<b>Lebanese American University</b> , Beirut	2016 – 2019 (Expected)
BA in Translation with a minor in Arabic Language and Literature CGPA: 3.98/4 - High Distinction List	
<b>Le Lycée National</b> , Choueifat	2013 – 2016
Lebanese Baccalaureate, Life Sciences section	

## EXPERIENCE

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<b>Intern</b> , Ministry of Environment	Jan – Mar 2019
Translating different governmental documents, presentations, guides, and other texts pertaining to environmental issues in Lebanon	
<b>Translator</b> , Freelance	2017 – Present
Translating different documents from Arabic into English and vice versa for a variety of clients	
<b>Intern</b> , SPHERE Building Tomorrow	May – Jul 2018
Translating, editing, and proofreading different legal, technical, and educational texts in English and Arabic	
<b>Peer tutor</b> , LAU Writing Center	2017 – 2019
Assisting tutees of the LAU community with written material and actively planning and participating in workshops	
<b>Trainer</b> , LAU Model Arab League	2017 – 2018
Training high school students to master essential skills such as debate, negotiation, conflict resolution, leadership, and research and assessing their performance during the final conference	

## WORKSHOPS AND VOLUNTEERING

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<b>Volunteer</b> , Editor	Mar 2019
Coordinated with a group of first-year translation students working on translating documents for the Ministry of Education and edited their work before submission	
<b>Workshop attendee</b> , ARTIS Beirut: Translation and Interpreting in Conflict Zones	Jan 2019
Attended a series of talks on translation in conflict zones and participated in the relevant workshop	

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<b>Volunteer</b> , Nutrition Research	Jan 2019
Translated questionnaires used by graduate LAU Nutrition students in their research from Arabic into English	
<b>Volunteer</b> , Fe-Male	Mar 2018
Volunteered in a UN Women project to translate English Wikipedia content into Arabic to promote female representation online	
<b>Workshop attendee</b> , Legal Translation in International Tribunals: The Case of the Special Tribunal for Lebanon	Feb 2018
Received training on the methods of translation specific to the Special Tribunal for Lebanon	

## SKILLS AND LANGUAGES

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Proficient in MS Office and Trados 2015 and 2017

Excellent command of English and Arabic, both spoken and written

Basic command of French

## REFERENCES

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### **Paula Abboud Habre (Employer)**

Senior Instructor/Director of the Writing Center at LAU

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### **Lamia Mansour, Ph.D. (Internship Supervisor)**

Coordinator at

Ministry of Environment

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### **Andree Affeich, Ph.D. (Professor)**

Assistant Professor of Translation at LAU

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