



MONA ZAKKOUR JRADEH

TRANSLATOR

PERSONAL STATEMENT

A highly motivated and hardworking individual. Looking for jobs and opportunities that will help me grow as a professional.

PERSONAL SKILLS AND STRENGTH

Languages:

Arabic: Mother tongue

English: Very good(written and spoken)

French: Very good (Written and spoken)

Spanish: B1 level (good)

Sign language: Intermediate

Digital Skills:

Proficient in Microsoft Windows, Internet, SDL trados studio
Microsoft word and Microsoft PowerPoint.

EXPERIENCE

JUNE 2018 –PRESENT • SALES PERSON • L'ARTISAN DU LIBAN

APRIL 2018 –PRESENT • FREELANCE COPYWRITER&TRANSLATOR • DANA AGENCY

2016 – PRESENT • TRANSLATOR • FREELANCE

OCTOBER 2017 – APRIL 2018 • TEACHER • GENIUS MAP

Teaching the ACMAS system as an activity mainly at Lycée Abd el Kader, Hariri 2 and the genius map center.



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Managerial and organizational skills:

Innovative – Leadership –
Ambitious – Analytical –
Confident – Determined –
People-oriented – Team worker-
Open minded – Diplomatic

Interests:

Reading- writing-language
learning

NOVEMBER 2016 – APRIL 2018 • TUTOR • FREELANCE

Teaching French as a second language to English educated students.

WINTER 2015 – SEASONAL BOOKSELLER • LIBRARIE ANTOINE

EDUCATION

2018-PRESENT • MASTERS IN CONFERENCE TRANSLATION • SAINT JOSEPH
UNIVERSITY OF BEIRUT (USJ)

2018 • TRANSLATION AND INTERPRETATION DEGREE • SAINT JOSEPH
UNIVERSITY OF BEIRUT (USJ)

2016-2017 • ACADEMIC RECOGNITION SCHOLARSHIP • BANK
AUDI

2015 • LEBANESE BACCALAUREATE • SAINT JOSEPH DE L'APPARITON

VOLUNTEER EXPERIENCE OR LEADERSHIP

Had the opportunity to be the vice-delegate of my class, this includes attending meetings with the people in charge, speaking in the name of the class, conflict resolving etc...



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REFERENCES

References and documents are available upon request.

Last update:
Beirut, 26 september, 2019



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