

Ghinwa Malaki

Lebanon - Beirut

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Personal Data

1. Nationality: Lebanese
2. D.O.B: 01-01-1996
3. Marital status: Single

EDUCATION

1. 2014 – 2017: BS in Translation and Interpretation (Lebanese International University – LIU Beirut)
2. 1999 – 2014: Lebanese Baccalaureate part II : Economics (Collège des soeurs des saints coeurs, Haykaliyeh)

WORK EXPERIENCE

Dec 2017-Mar 2018

K.A. Translation services-Tripoli

Freelance translator at K.A. Translation services.

Sep 2017, Dec 2017

M.S.Consultant Group immigration to Canada-Beirut/Tripoli

Administrative assistant and taking charge of all translation affairs.

- Answer phone calls and redirect them when necessary.
- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments.
- File and update contact information of employees, customers, suppliers and external partners.
- Support and facilitate the completion of regular reports.
- Develop and maintain a filing system.
- Check frequently the levels of office supplies.
- Document expenses and hand in reports.
- Undertake occasional receptionist duties.
- Translate all customers' papers from Arabic to English and French.

Sept 2013 – May 2014

Private tutor-Beirut

Private tutor for French and English languages for students. (Grade 4-7)

SKILLS AND AREAS OF EXPERIENCE

- **Computer skills:** Microsoft, Excel, PowerPoint, Access, Outlook
- **Languages:** English, French, Arabic and Turkish.
- Won the second place in the Gladic Competition which was held in USJ Beirut on May 16, 2013
- Succeeded DELF – B1

HOBBIES

- Interested in Literature.
- Sports: basketball, volleyball.
- Reading, listening to music, watching movies, photographing and dancing.

REFERENCES

Available upon request.