

Shireen Smairy

Lebanon

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Objective :

Seeking a motivational position in a dynamic institution which will help me to utilize and enhance my knowledge and capabilities , especially in the field of languages and translation and use them in a comprehensive manner .

Education :

2002-2005 : Amjad High School

. Lebanese Baccalaureate Certificate

2005-2009 : Beirut Arab University

. Bachelor of Business Administration

(Graduation Date : June 2009)

2016-2017/2017-2018: Beirut Arab University

. Postgraduate Translation Diploma (English-Arabic) (GPA : 3.9)

(Translation, Editing, Proofreading) (Graduation Date: January 2018)

Work Experience :

European Lebanese School : Scholastic Year : 2012-2013 :

. English Language teacher (Part-Time)

Social Welfare Institution/ Dar Al Aytam(NGO) : Al Bayan Institute for students with Hearing Impairment (Aramoun Complex) : Scholastic Year 2013-2014 :

. English Language Teacher (Part-Time)

Dar Al Tarjama : Internship : Spring 2017: (40 training hours):

.Translator (English-Arabic)

Additional Information

Languages :

. English : Fluent ; Excellent oral and **written** communication skills

. Arabic : Fluent ; Excellent oral and **written** communication skills

. French : Delf A2 , Delf B1 (**Institut Francais du Liban**)

Computer skills :

Microsoft Office (Word , Excel , Powerpoint)

References are available upon request