

MARIA FREIFER

Content Editor & Communication Specialist

Lebanon – Metn Area

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Date of Birth: 22 January 1992

PROFESSIONAL SUMMARY

Content & Communication Specialist with 7+ years of experience ensuring effective learning experiences and delivering high-quality educational and marketing content. Skilled in coordinating programs, supporting and advising learners, translating and editing content, hosting online sessions, and managing digital workflows.

Trilingual (Arabic, English, French) with a learner-centered and detail-oriented approach.

PROFESSIONAL EXPERIENCE

Content Editor & Digital Learning Support - Hachette Antoine S.A.L.

July 2018 – May 2025

- Coordinated content projects end-to-end, from concept and creation to editing, design, and final delivery, ensuring high-quality educational textbooks and resources.
- Maintained and updated schoolbook content, modules, and learning paths to align with curriculum standards.
- Prepared, verified, and organized educational content for LMS platforms (MCOURSER, MAUTHOR), including attaching covers and reviewing materials to ensure accuracy, proper structure, and alignment with curriculum standards.
- Hosted online sessions, supported educators, and provided technical guidance on digital platforms (HA Reader), ensuring smooth access to educational content.
- Drafted and translated content for marketing, internal communications, and learner-facing resources.
- Organized workflows, tracked deadlines, and coordinated tasks across teams using shared spreadsheets on Google Drive; maintained attendance records and session logs on Zoom.
- Managed social media engagement by writing captions, publishing posts, and maintaining consistent posting schedules.
- Attended publishing events, industry meetings, and professional workshops to stay updated on trends, best practices, and curriculum developments.

Sworn Translator (Freelance)

October 2018 – Present

- Translated official documents for travel, administrative, and legal purposes (Arabic ↔ English/French).

Subtitled - Screens International S.A.L.

September 2016 – June 2017

- Subtitled documentaries, news reports, and films for CBS, TV5Monde, OSN, and Fox.

Correspondence Officer & Orientation Advisor - Holy Spirit University of Kaslik (USEK)

July 2012 – April 2015

- Managed communication with prospective students and guided them through program selection, onboarding, and orientation, ensuring a smooth and informative experience.
- Drafted, edited, and translated reports, agreements, articles, brochures, and website content to support academic and administrative communications.
- Coordinated with faculty and administrative teams to track applications, follow up on new programs, and ensure timely responses to student inquiries.
- Supported university events, forums, and orientation activities, facilitating sessions, providing guidance, and assisting learners in navigating resources.
- Recorded and distributed meeting minutes, handled operational tasks, and maintained organized documentation for academic and administrative teams.

EDUCATION

Digital Marketing Certification (Upcoming) with Intoact starting December 3, 2025.

Master of Arts in Translation - USEK (2012-2015)

Bachelor of Arts in Modern Languages & Translation - USEK (2009-2012)

Lebanese Baccalaureate in Humanities & Literature - Notre Dame de la Délivrance, Zalka (2009)

LANGUAGES

- Arabic: Native - English: Excellent - French: Excellent

SKILLS

- Microsoft Word, Excel, PowerPoint, Google Workspace
- CapCut (basic video editing) & Canva (basic design)
- Multilingual Communication
- Research, information synthesis, and reporting
- Strong organization, planning, and cross-team coordination

INTERESTS

Reading, Personal Development, Digital Marketing, Content Creation, Copywriting