Dima Hamdan

Beirut, Lebanon.

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***Personal information***: Lebanese /Single.

***Objective***: A challenging space (freelance mainly) where I can use my creative translating and writing skills, proficiency of Arabic, English and French.

***Education***:

The American University of Science and Technology (AUST).

BA of translation (journalistic, Legal, Economic….).

(2007-2012)

Official School of Aindara, Mount Lebanon. (Degree in Sociology and Economy). (2005-2006)

Institut Français, CCF: (2 levels).

(2017)

***Previous Employment***:

*Short- term translation projects*:

Alameh Translation Office: Translation English Arabic –Arabic English of legal documents.

(2016-2017)

Mirhib Office: Translation for LBC Group. (2016-2017)

*Teaching* :

Al Imad School, Khalde, Lebanon. (French Teacher for Primary classes).

(2013-2014)

*Telemarketing/Data Entry*:

MTC Touch, Dora, Lebanon.

(2012-2013)

Citruss TV.

Arab Bank, Downtown Beirut. (2011)

*Other assignments*:

American Community School, Beirut (Bus monitor).

 (2009-2010)

***Technical Skills***: MS. Word, Excel, Power Point.

***Miscellaneous:*** Volunteering community work with the municipality of Sawfar; upcycling.

***References***: Furnished Upon Request.