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| Hala AlRoumani  +963933222125  Mazzeh Highway – AlMontazah Building 5th floor – Damascus, Syria  halaroumani@gmail.com | C:\Users\Hala\AppData\Local\Microsoft\Windows\INetCache\Content.Word\20160314_104702-1.jpg |

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Objectives

After taking a few steps into the world of employment, I am an ambitious employee with a thirst to prove myself in search of a full-time job to put my experience and skills in action as a linguist and translator.

Education

29/06/2012 | Attestation of The General Certificate of Secondary Education - Literary Section -

* Little Village School

**08/06/2016 | Bachelor’s Degree in Translation and Interpretation**

* Lebanese International University – Beirut, Lebanon –
* GPA 3.10/4.00
* 3 years of experience in translation of different subjects (Legal, Economic, Literary, Scientific, Technical, Journalistic, UN Documents, Medical)
* 1 year of experience in interpretation of all kinds (Simultaneous, Consecutive, Onsight)
* Profound success in my senior project (**وعبرت العبرية إلى العربية***)* that won firstprize on all LIU campuses.

Experience

20/06/2016 - Present | Online Translator (Volunteer)

United Nations Development Program – Geneva, Switzerland

* Translator/Proofreader/Editor of UN related subjects, articles, and speeches.

**24/07/2016 – 14/08/2016 | Translator (Internship)**

Syria Trust for Development (Syrian Handicrafts Ltd.) – Damascus, Syria

* Admin of the company’s website and linguistic supervisor (Arabic, English, French).
* Translator and proofreader for brochures, slideshows, and other articles (Arabic, English).

**16/08/2016 – Present | Dubbing Translator**

United Company – Damascus, Syria

* Translation and proofreading of subtitles (English, Arabic)

Skills

* Proficient in Arabic and English
* Fluent in French
* Computer proficient [ Microsoft Office {Word – Excel – PowerPoint} – Subtitling Program {Subtitle Edit} ]

**Traits**

* Issue resolver
* Fast learner and adapter
* Collaborative team member
* Sharp communication and life skills
* Energetic
* Organized
* Multitasker
* Productive under pressure

**Diplomas**

* Internet Based TOEFL 99/120
* SAT 1875/2400
* DELF B1 71/100

**Hobbies**

* Horseback Riding
* Hiking
* Traveling
* Reading