#  MARWA KHAMIS

 Address: Beirut, Lebanon

 mobile: +96170843842

 E-mail:  khamismarwa.translator@gmail.com Nationality: Lebanese

 Date of birth: 07/02/1988

**Career Objective**

To excel at a position in a reputable organization that allows me to exploit my skills, abilities, and knowledge providing me with experiences to help in continuous self-development on both professional and personal level.

**Education History**

* *Certified Public Translator, Expert at Courts. Sworn on 13/08/2013 – Official Gazette no. 31*
* *Master’s Degree (2) in Intercultural Communications : Lebanese University (LU), Faculty of Languages and Translation, Beirut Lebanon and Foreigners University of Siena-Italy*
* *Bachelor’s Degree / Diploma in Applied Foreign Languages : Lebanese University (LU), Faculty of Languages and Translation, Beirut Lebanon*
* *Certificate in Italian language level C1 : Edulingua University, Macerata Italy*
* *Certificate CILS level B2 : Italian Cultural Institute, Lebanon*
* *Portfolio level C in French language : French Cultural Institute in Lebanon*
* *High School Diploma in Socio economics : Hammana High School, Hammana Lebanon*

**Work Experience**

1. **Institute: World Translation Center from September 2009 till Present**

**Job Description: Translator**

Duties and Responsibilities:

* **Managing a translation office that works mainly on translating legal documents**
* **Time management and completing work within apportioned time while marinating high standards of quality**
1. **Institute: Daher Legal Translation Company from September 2009 till September 2011**

**Job Description: Translator**

Duties and Responsibilities:

* **Working on different translation projects (economic, medical, scientific and legal Translation)**
* **Time management and completing work within apportioned time while marinating high standards of quality**
1. **Institute: Edito Creps International from February 2008 till present**

 **Job Description: Translator**

Duties and Responsibilities:

* **Working on different translation projects, as books translation**
* **Inventing Encyclopedias concerning Languages learning (in many languages as Arabic, French, Italian and English.)**
* **Time management and completing work within apportioned time while marinating high standards of quality**
1. **Institute: Les Affichages Pikasso from March 2009 till September 2009**

 **Job Description: Translator**

Duties and Responsibilities:

* **Translating all kinds of documents that concern the company’s rules, work conditions and confidential documents.**
* **Time management and completing work within apportioned time while marinating high standards of quality**
1. **Institute: Telecom Italia from June 2008 till September 2009**

 **Job Description: Customer Services (Italian Operator)**

* **Manages Telecom’s Customers needs by helping them to get high quality of telecommunications provided by telecom Italia**
* **Working on different kinds of products released by the company**
* **Speaking Italian fluently so the customer can’t distinguish the mother tongue which is Arabic**

**Skills:**

Language Skills

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | **Speaking** | **Reading** | **Writing** |
| Arabic  | Excellent | Excellent | Excellent |
| English  | Very good | Very good | Very good |
| Italian  | Very good | Very good | Very good |
| French | Very good | Very good | Very good |

Computer Skills

* Microsoft Windows XP and Vista
* Microsoft Office Applications 2003 & 2007
* Internet and EMAIL

Interpersonal Skills

* Excellent interpersonal, verbal, listening, and written communication skills.
* Ability to work under pressure.
* Proven ability to handle multiple projects and deadlines
* Ability to work efficiently in both independent and teamwork environment
* Problem solving skills.
* Quick Learner
* Result oriented

Activities & Hobbies

* Reading
* Jogging

References

 References are available upon request