Noha Hariri New Rawda- Dekwane- Jdeideh

Mobile: +961 70 860711 / +961 71 375207
Email: Noha\_Hariri@hotmail.com

**Personal Profile**

A motivated, adaptable and responsible individual seeking a senior position in translation/ Copywriting/ Editing which will utilize the communication skills developed through my involvement with many companies.

During my degree I successfully combined my studies with work and other commitments showing myself to be self-motivated, organized and capable of working under pressure. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I enjoy working on my own initiative or in a team. In short, I am reliable, trustworthy, hardworking and eager to learn and have a genuine interest in translation, copywriting, creative writing, editing and localization.

**Career History**

**Web translator / Copywriter/ Junior Project Manager/ Communications Assistant**

***Wunderman, Team Microsoft***

August 2011 till present

Work duties:

Translation of web content, Microsoft hardware and software, promotional and advertising material from English into Arabic and French, in addition to Arabic and English copywriting/ Content Creation.

I am also in charge of the quality management of different processes involved in website development replication and publishing on the content level.

**Freelance Translator**

***Al-Maktaba Al-Haditha Nachiroun المكتبة الحديثة ناشرون***

August 2014

English<>Arabic translation in multiple fields

**Freelance Translator**

***International Translation Network***

April 2014

Englsih <> Arabic translation in different fields

Member of the UNHCR team

**Freelance Writer/ Translator/Editor**

***ArabNet*** (<http://www.arabnet.me/> )

January 2014 till present

Translation of articles from English into Arabic

Writing Arabic articles about a wide array of topics

**Freelance Translator/Copywriter/Social Media Specialist**

***Rooster Bubble***

January 2014 till present

**Freelance Translator/ Copywriter/ Editor**

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| --- | --- | --- |
| **Company**  | **Date** | **Job description**  |
| ***Tarjamat LLC, New York***  | Since August 2010 till present  | English <> Arabic translation of all kinds of documents and especially legal documents |
| ***Merrill Brink International, New York*** | Since January 2013 till present  | English <> Arabic translation of all kinds of documents and especially financial documents |
| ***White Arrow Translation Services, Dubai*** | Since June 2013 till present  | English <> Arabic translation of all kinds of documents especially education, marketing and health related documents  |
| ***Jeddah Translation Center, Kingdom of Saudi Arabia***  | Since July 2013 till present  | English <> Arabic, French <> Arabic, English <> French translation of all kinds of documents  |

**Freelance Translator/Editor/Arabic Copywriter/Social Media Specialist**

***Hayatouki Magazine (Arabic version of “Journal des Femmes”)***

February 2012 till June 2012

Work duties:

French > Arabic translation of articles published in “Journal des femmes”. The topics include: Fashion, beauty, health and fitness, couples relations, weddings, maternity, woman vs. society, entertainment and cooking,

**Translator/Proof-reader + Secretary**

***Law Firm: Joseph Boulos***

June 2010 till November 2010

**Freelance Translator/ Tutor**

***Phoenicia Translation Agency, Tripoli***

January 2010 till November 2010

I taught English, Arabic, and French lessons to citizens, most of whom were Americans and French. Moreover, I translated all kind of documents in the three languages.

**Key Competencies and Skills**

**PROFESSIONAL SKILLS**

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| --- |
| Microsoft WordMicrosoft PowerPointMicrosoft ExcelMicrosoft AccessHTML |
| Translating websites through the Admin systemWebsites/Flyers/Slogans/Facebook page content creation |

**LANGUAGE COMBINATIONS**

|  |
| --- |
| English into Arabic  |
| Arabic into English  |
| French into Arabic |
| Arabic into French  |
| English into French |
| French into English |

**Academic Qualifications**

2011-2013 **D.E.S.S** Translation - Lebanese University, Center of

 Languages and Translation (Expected in January 2014)

2008-2011                   **Translation/Teaching diploma** - Lebanese University, Center of

 Languages and Translation

1991-2007                         **Lebanese Baccalaureates – Life sciences**

                                          Rawdat El Fayhaa -Secondary School

**References**

 **Mrs. Salma Kanj**

                                 Sworn Translator

 Owner of Phoenicia Translation Company

                                  Mobile: 03-481548

 **Mr. Joseph Boulos**

 Lawyer

 Mobile:03-212357

 **Mr. Louay Abdullah**

 Certified Professional Translator of Arabic

 Owner, Arabic Tarjamat LLC (New York)

 Louay.tarjamat@gmail.com

 **Mr. Mohammed Sabri**

 [Legal Translator](http://www.linkedin.com/search?search=&title=Legal+Translator&sortCriteria=R&keepFacets=true&currentTitle=CP&trk=prof-exp-title), [Ministry of Interior](http://www.linkedin.com/company/1962432?trk=prof-exp-company-name), UAE

 Owner, White Arrow Translation Services

 w.arrow.tra@gmail.com

 **Lara Chaaya**

 Managing Editor at ArabNet

 lara@arabnet.me

***All documents will be submitted upon your request***