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| Salma Riahi |  |
| **Bloc 20 APPARTMENT 463, Cité les Olympiades. 1003, Tunis** |
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Education

**Higher Institute of Languages of Tunisia:**

* 2011 ▪ Bachelor degree in English Language, Literature and Civilization.
* 2014 ▪ Master’s Degree in Cross-Cultural Studies.

Experience

* Account manager

 at Laser Contact Tunis ▪November 2007 – November 2008

* English Tutor ▪November 2010 – December 2012
* French Tutor ▪November 2010 – December 2012
* Translator at Web2arts ▪October 2012 – December 2012
* Educational Consultant at CIPES ▪ February 2012 – December 2014
* Freelance Translator ▪ February 2011 – December 2014

**Languages**

* **Arabic - Native language**
* **English - Speak fluently, read and write with high proficiency**
* **French - Speak fluently, read and write with high proficiency**

Skills

* Hard working and well-organized.
* Can handle several tasks at once.
* Work well to deadlines, and under pressure.
* Willing to do everything required to get the task done.
* Can cope with being thrown in the deep end.
* Show persistence and determination even when things go wrong.
* Focus on tasks to be achieved and not easily distracted.
* Deal confidently and diplomatically with people at all levels.
* Can influence others via reasoned arguments and negotiate effectively.