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| **Nour BARJIS saliba****AntoninE complex date of BIRTH: JULY 25, 1988****bloc H, 7th Floor place of birth: chrine, LEBANON****Antelias citizenship: lebanese****metn, lebanon marital status: singlE****home : +961 4 523214 GENDER: FEMALE****mobile: +961 3 410148** **E-maiL : NBSALIBA@HOTMAIL.COM****Education****\* Travel and Ticketing – IATA Certification (Expected completion in September 2017)** **10/2016 – 05/2017:** American Lebanese Language Center (ALLC) International House – Sin El Fil – Lebanon **\* Bachelor’s Degree in Living Languages and Translation**  **09/2006 – 07/2010:** Lebanese University – Faculty of Letters and Human Sciences – Center of  Languages and Translation – New Rawda – Lebanon  **\* Lebanese Official Baccalaureate (Letters and Humanity)** **09/2005 – 07/2006:** Collège des Sœurs des Saints Cœurs (SSCC) – Bikfaya – Lebanon |

**WORK EXPERIENCE**

**11/2014 – Present : Certified Public Translator and Freelance Translator of technical and scientific documents from English into Arabic for the U.S. Department of Energy (DoE) – USA**

**02/2011 – 12/2014: Translator and Office Administrator at Samar HAMADE Translation and Services – Hamra – Lebanon:**

* Translating and Proofreading all types of documents: General, Legal, Religious, Journalistic and Technical documents from and into Arabic, English and French;
* Managing the clerical affairs;
* Filling out Visa application forms;
* Booking appointments for clients and preparing their files to appear before embassies;
* Representing clients at embassies and withdrawing their passports or necessary documents upon their request;
* Internet Surfing and research;
* Handling phone calls and fax;
* Receiving clients;
* Replying to e-mails;
* Managing the petty cash.

**04/2013 – 08/2013: Hostess at RSB Hosting (Marriages and Events Planning) – Bouchrieh – Lebanon**

* Welcoming guests and leading them to their assigned seats;
* Ensuring the seats are sufficient for all guests according to the seats’ numbers;
* Managing event related work.

**01/2012 – 05/2012: Freelance Translator of technical documents for “Hochiki America” from English into Arabic.**

**07/2007 – 02/2011:** **Cashiers** **Supervisor at Le Charcutier AOUN – Rabieh – Lebanon**

* Controlling the cashiers’ section;
* Maintaining a quiet ambiance for serious work;
* Ensuring the cashiers staff is complete;
* Arranging the cashiers’ daily rotation table and annual leaves;
* Counting and checking the cashiers’ funds at the end of their shifts;
* Checking the authenticity of the funds received by cashiers;
* Counting and handling the treasury’s funds;
* Responding to the clients’ needs and enquiries.

**06/2010 – 08/2010:** **Translation Intern at Joelle Antoine AZIZ Legal Translation Office – Jdeideh – Lebanon:**

* Translating all types of documents from and into Arabic, English and French for the final Thesis report.

**04/2010 – 05/2010: Freelance Translation Intern at “Al-Akhbar” Newspaper – Verdun – Lebanon**:

* Translating General and Journalistic documents from Arabic into English for the final Thesis report.

**02/2008 – 04/2009: Freelance Translator of menus for Spa and restaurants in Dubai from English into Arabic:**

* Lords Lavish Gents Spa;
* I2 Restaurant;
* Grand Grill Restaurant.

**05/2009 – 06/2009: Freelance Translator of documentaries and cartoon episodes from English into Arabic for “Worktech Company for Dubbing and Subtitling” – Beirut – Lebanon.**

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| **SKILLS** |

\* **Languages:**

 Arabic, English (Cambridge Advanced - Level II) and French fluently written and spoken

 Spanish (Level II in progress)

 \* **Computer knowledge:**

 Windows, Microsoft Word, Excel, Access, PowerPoint, Outlook

 Internet Surfing

**PERSONAL SKILLS**

 Music, Biking, Hiking, Traveling, Camping

***References are available upon request***