**Name** MAYA EL HAGE

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**1-EDUCATION**

2003-2005 University **U.S.E.K.-Kaslik** **Masters** in **CONFERENCE** **INTERPRETING *(DEA*** *en Interprétation de Conférences****)***

2000-2003 University **U.S.E.K.-Kaslik** **BA** in **TRANSLATION** **& LIVING LANGUAGES *(Licence d'Enseignement*** *en Traduction et Langues Vivantes****)***

1986-2000 School **College Central-Jounieh** LEBANESE BACCALAUREATE (PHILOSOPHY)

**2- TRAININGS, CERTIFICATIONS and CONFERENCE ACTIVITIES**

* **Holder of certificates about iFOS, DALF, formateur de formateurs FLE.**
* **Intervened in several university colloquiums about the French language teaching.**
* ***February 2010***: Sworn in at the Ministry of Justice – Lebanon- to become a ***Certified* *Translator*.**

**3- LANGUAGES**

***Arabic, English and French (Advanced level)***

**4- WORK EXPERIENCE**

* ***October 2007 to August 2016:*** French teacher and coordinator of **Delf B1** and **Delf B2 and Communication methodology** courses at the University of the Holy Spirit Kaslik/USEK/, Lebanon
* ***September 2014 to August 2015:*** Administrative Assistant and coordinator of Delf B1 courses at the Center of Languages-French section: *in charge of setting and correcting university placement tests in French, reviewing and setting all Midterm and Final French courses exams and responsible for monitoring the French teachers teaching processes, finding new and innovative ways to enhance the Center of Languages, doing research related to the Center's development and organizing events (such as themed expositions and cineclubs)*
* ***April 2012-September 2013:*** Instructor of **BUSINESS ENGLISH** 1 at the Faculty of Business, **Lebanese University**, Achrafiyeh, Lebanon
* ***June 2005-to date****:* Freelance **Translator** and **Interpreter** (Arabic-French-English) with different companies and international organizations such as Booz Allen & Hamilton, WTO, UNEP, ILO, CICR, UNESCO, WAHO (Oman), DEA (USA), ESCWA, IOM, OTV (Lebanon), MTV (Lebanon), USCENTRUM (Jordan)…

**5- COMPUTER SKILLS**

- Microsoft Office: **Word** - **Power Point – Excel – Adobe**

**6- Past and current ACTIVITIES**

Benevolent at Saint Maroun eparchy, Montreal, Canada

Member of the **CEC** (Communauté Enseignante Chrétienne) (2007-to date)

Member of **Amnesty International** (2003 - 2005)

Member of the **Social Club of U.S.E.K**. (2003 - 2004)

Member of the **Red Cross** - Youth section - Antelias - Lebanon (1999 - 2003)

**7- REFERENCES**

Available upon request