**Translator / Interpreter**

**Lama Merhi**

**Dubai  
The Gardens   
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A multi-skilled, reliable and talented translator and interpreter with a proven ability to translate written documents to various languages including English, Arabic and French. Well- organized and proactive in providing timely, efficient and accurate translation assignments across disciplines, with strong experience in Legal, Travel and Tourism, Medical, Information Technology (IT), Scientific, Journalistic, Economic, International and Middle Eastern Labour Policies and United Nations (UN) official Documents.

**PERSONAL SUMMARY**

**CAREER HISTORY**

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| * Language and Quality Control captain at Marriot Hotels worldwide providing proofreading services for MENA. |
| * Simultaneous and consecutive interpretation * Translating brochures, user manuals, apps, websites, leaflets and newsletters across multiple industries. |
| * Working as a translator for International Organizations, law firms, charities, local councils, advertising, Marketing, Magazines, Tourism, PR agencies, Hospitality, technology, electronics, Production .... * Amongst few current clients including DABO & CO PR Agency, Word Association Stockholm, UNILO (International Labor Organization), UNESCO, WUNDERMAN, Uber, Canon MEA, Marriott .... |
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**Free Lance Translator and Interpreter**  
*(August 2014 – Present)*Working as a freelance translator, reviewer, transcription, subtitling and copy writing providing translation and interpretation services to clients.

**Translator**  
United Nations International Labour Organization (UNILO) Regional Office for Arab States (ROAS), Beirut  
*July 2013 – July 2014)*

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| * Translated reports, publications and case studies |
| * Provided scripts and spoken communications for all purposes as requested (i.e. audio transcripts and voice-overs) |
| * Utilize specialized translation software in the production of written translation and formatted documents |
| * Translated presentations, workshop documents, seminars, MoUs and MOAs |
| * Proof-reading and editing existing work * Drafting excerpt and mission reports and translation * Translations of Domestic Work training modules |

**Translator**  
Centre Technique de Traduction et Dactylographie (certified translator) (Beirut, Lebanon)  
*January 2008- January 2011*

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| * Translated legal documents and research portrayals * Translated Identity cards, disclaimers, proxies, contracts and trials * Translated General medical documents including: prescriptions, reports, leaflets, medical diseases and conditions. * Translating Touristic Publications and brochures. |

**KEY COMPETENCIES**

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| * Familiar with translation software tools (i.e SDL TRADOS, CAT TOOLS) * Excellent communication and social skills * Able to work to tight deadlines * Highly skilled in Word Excel and Microsoft Outlook * Able to prioritize work * Adherence to the Code of Ethics of Interpreters * Clear enunciation and pronunciation- Pleasant/professional voice and polite forms of expression |
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| BA in Communication Arts emphasis “Translation and Interpretation” | GPA: 3.8 (Honors List) |

**REFERENCES**

**Lebanese International University (LIU) - (2006 – 2010)**

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| --- | --- |
| Mr. Mohammad Anser Qureshi | Mr. Andrea Salvini |
| F.C.O. / former employer | C.E.O. / former employer |
| Beirut, Lebanon | Beirut, Lebanon |
| ROAS, ILO | ROAS, ILO |
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| qureshi@ilo.org | salvini@ilo.org |

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| *Lebanese International University - 2010*  Bachelor’s Degree in Translation and Interpretation |
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**Education**