| **Claude Philippe Karam** |
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 NATIONALITY : Lebanese

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Email : claudekaram@gmail.com

|  | **PROFESSIONAL HISTORY** |
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|  | **Sep 2015-****Present** | **Language Services Officer**International Criminal CourtThe Hague |  **Duties:*** Field interpreter selection and deployment, travel management on SAP, travel arrangement.
* Interpretation requests: Coordination with the Investigation Division and Mission Planning.
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|  | **Dec 2013-****Aug 2015** | **English Translation Coordinator**Special Tribunal for LebanonDokter Van der Stamstraat 1 |  **Duties:*** Managing Translation projects and requests, liaising with internal clients for quality.
* Assigning translation and transcription tasks.
* Translation and Editing when necessary.
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|  | **March 2008- Nov 2013** | **Quality control Manager****Head of Translation Department**Image Production House8th floor-Concord CentreVerdun Street – Lebanon. |  **Duties:*** Training and guiding the proof-reading team.
* Managing translation projects.
* Hiring new proof-readers and translators.
* Setting translation standards and guidelines.
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|  | **June 2003 - 2008** | **Translation coordinator and Poof-reader:**Racti studios Abu Dhabi and Beirut, Lebanon  |  **Duties:*** Assigning jobs to translators.
* Setting due dates, and quality control.
* Translation
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|  | **June 2000 - Sep 2008** | **Discipline supervisor**Notre Dame de Jamhour School Jamhour, Baabda, Lebanon. |  **Duties:*** 8th and 9th grade supervisor, school schedule.
* Teacher presence verification and coordination, student discipline.
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|  | **July 1996 - May 2003** | **Proof-reader, Trainer and translator**SDI-Subtitling and Dubbing International, Beirut and London, UK. |  **Duties:*** Translation.
* Training subtitlers on Poliscript Program.
* Proof-Reading and correction.
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|  | **Nov 1991-****June 1996** | **Translator and Subtitler**MTV Lebanon |  **Duties:*** Translation of diverse Media material for TV(reports, interviews, documentaries and Feature films)
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|  | **May 1991- Present time** | **Freelance Translator, Subtitler, Proofreader** |  |
|  | **RECENT FREELANCE EXPERIENCE** |
| **Titelbild Subtitling & Translation GmbH, part of Red Bee Media Group**[www.titelbild.de](http://www.titelbild.de) | Quality check on Translation and subtitling for a Major Middle eastern broadcasting network. |
| **UNDP Lebanon**[www.undp.org.lb](http://www.undp.org.lb) | Translation and subtitling of a major Ecology and Sustainability project on the Lebanese wild resources. |
| **Global Localize Inc.****Sun City Complex, K*uwait***[www.global-localize.com](http://www.global-localize.com) | Translation of various projects and documents |
| **The Common Space Initiative for Shared Knowledge and Consensus Building.**[www.commonspaceinitiative.org](http://www.commonspaceinitiative.org) | Translation of various reports and books. |
| **Perfect Translation, a London-based translation and interpretation agency.**[www.perfecttranslation.co.uk](http://www.perfecttranslation.co.uk) | Translation of various reports and books. |
| **Nizar Saghieh Law Firm**<http://www.saghiehlaw.com> | Translation of Legal documents and contracts. |

| **EDUCATIONAL BACKGROUND** |
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| **2004 – 2006** | Master’s Degree in Business ManagementLyon 3 university, France. (Pending) |
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| **1988 – 1992** | Lebanese University, Fine Arts InstitutePainting Diploma. |
| **1991 – 1999** | Group Dynamics And leadership Training at YMCA,As a Certified Trainer for Camp Counselors. |

| **SKILLS** |
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### Experience with all Microsoft Office software, Internet applications, and various subtitling software (Poliscript, Cavena, Fab Subtitler, Subtitling Editor, Subtitle Workshop...)

| **LANGUAGES** |
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| Language | Skill Level |
| Arabic | Native |
| French | Fluent |
| English | Fluent |
| Italian | Basic |
| Dutch | Moderate |