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

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|  | **PROFESSIONAL HISTORY** | | | | |
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|  | **Sep 2015-**  **Present** | **Language Services Officer**  International Criminal Court  The Hague | | **Duties:**   * Field interpreter selection and deployment, travel management on SAP, travel arrangement. * Interpretation requests: Coordination with the Investigation Division and Mission Planning. |
|  | **Dec 2013-**  **Aug 2015** | **English Translation Coordinator**  Special Tribunal for Lebanon  Dokter 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. |
|  | **March 2008- Nov 2013** | **Quality control Manager**  **Head of Translation Department**  Image Production House  8th floor-Concord Centre  Verdun Street – Lebanon. | | **Duties:**   * Training and guiding the proof-reading team. * Managing translation projects. * Hiring new proof-readers and translators. * Setting translation standards and guidelines. |
|  | **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 |
|  | **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. |
|  | **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. |
|  | **Nov 1991-**  **June 1996** | **Translator and Subtitler**  MTV Lebanon | | **Duties:**   * Translation of diverse Media material for TV(reports, interviews, documentaries and Feature films) |
|  | **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 Management  Lyon 3 university, France. (Pending) |
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| **1988 – 1992** | Lebanese University, Fine Arts Institute  Painting 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 |