**Curriculum Vitae**

**Personal Details**

*Name* Faten Abdallah Turner

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*Date of Birth*  15 October 1967

aprl

*Nationality*  Lebanese

*Marital Status*  Married (on husband’s visa)

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**Educational Qualifications**

1998-2001 Lebanese University **Degree in Teaching Sociology**

1987 University St. Joseph **1st year Business Administration**

**degree**

1985 Jezzine High School **Baccalaureate (part2)**

1984 Jezzine High School **Baccalaureate (part1)**

**Other Training**

Oct 1998-May 2000 British Council Beirut **English Language courses**

1998 Ministry of Foreign Affairs **Computer Training (Word/Excel)**

**Employment History**

2001-2003 Lebanese Embassy (UK) **Administrator**

* Responsible for the department of personal affairs
* Translating documents
* Certifying documents
* Issuing visas
* Customer service

1995-2001 Ministry of Foreign Affairs **Auditor**

* Auditing embassy accounts
* Special audit mission to embassy in La Hague
* Special audit mission to embassy of Mexico

**Languages**

Arabic native speaker

English excellent

French passably good