


GHINA E. ABOU HAMDAN

PROJECT MANAGER / SENIOR COPYWRITER / TRANSLATOR

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 Choueifat, Lebnaan

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KEY SKILLS

- Project Management
- Team Leadership
- Strategic Planning
- Copywriting
- Creative Writing
- Content Management
- Brand Management
- Product Management
- Account Management
- Public Relations
- Digital Marketing
- Marketing Strategy
- Online Advertising
- Content Strategy
- Translation
- Proofreading
- Strategic Communications
- Scriptwriting
- Research & Linguistics
- Intercultural Communication
- Public Speaking
- Customer Service
- Negotiation
- Copy Editing

EDUCATION

- **MASTER'S DEGREE IN BUSINESS ADMINISTRATION (MBA)**
Notre Dame University
Louaize, Lebanon
- **BACHELOR'S DEGREE IN TRANSLATION AND INTERPRETATION**
Notre Dame University
Louaize, Lebanon

PROFESSIONAL PROFILE

A proactive, results-oriented and innovative management professional with over 13 years of experience in Project Management, English/Arabic translation, copywriting, tutoring and proofreading. Outstanding interpersonal skills to communicate with diverse teams. Completed translation projects with companies like Tarjamat Translation, Dar Il Elm Lilmalayin, Mobile Technology Tomorrow, Umam Documentation & Research, ACTED, Beirut World Book Capital, Rihan & Obeid Center for Juridical Translation, Raja Abou Hamzeh Law Firm, Westminster Foundation for Democracy, Racti Art Production & Distribution. Exceptional team leader demonstrating an intense passion for excellence, a motivation to set new benchmarks and positively inspire team members to deliver outstanding results

PROFESSIONAL EXPERIENCE

PROJECT MANAGER, SENIOR COPYWRITER AND TRANSLATOR

LIBANCALL, BEIRUT, LEBANON / 2014 - PRESENT

Key Responsibilities

- Develop project plans, scopes, objectives, and presentations allocating resources and develop contingency plans to mitigate potential issues
- Ensure that projects are delivered on time, and within scope and budget
- Work with a team and with outside entities to get projects done efficiently and effectively
- Facilitate meetings and function as the primary liaison between the creative team, management, and vendors throughout the project lifecycle, effectively communicating project status to key stakeholders
- Proactively develop, implement, monitor, and socialize new and existing processes that improve cross-functional alignment, effectiveness, and decision-making
- Manage the formation of new companies and follow-up on fees, regulations and filings and liaise with external entities such as tax advisors, lawyers, IT/software development companies, advertising companies and IP registration companies
- Develop promotional concepts and work with Promotional Planning Team to design and implement strategic, multi-faceted programs
- Review and edit company copy (press releases, marketing/advertising, courseware, manuscripts, and company correspondence) for grammar, spelling, punctuation, style, content and consistency
- Edit and proofread translations in collaboration with other team members

ACCOUNT MANAGEMENT AND CUSTOMER SERVICE MANAGER

US AGRISEEDS (MENA REGION BRANCH), BEIRUT, LEBANON / 2013 - 2014

Key Responsibilities

- Dealt with customer companies in the Middle East, North Africa and part of Europe, processed their orders, provided them with information and handled their complaints while coordinating between them and the company's main office in the USA
- Managed stock and inventory and followed up on the registration of the company's products in importing countries

LANGUAGES

- English (Fluent)
- Arabic (Native)
- French (Proficient)

EARLY CAREER

• **Translator, Editor and Copywriter**

LibanCall, Beirut, Lebanon
2009-2023

• **Language Reference Clerk**

UNESCWA, Beirut, Lebanon
2009-2010

• **Freelance Translator**

Beirut, Lebanon
2006-2023

EXPERIENCE CONTINUED

- Followed up on the collection of invoices and assisted in forecasting new orders
- Established and maintained key performance metrics and quality assurance programs for increasing customer satisfaction results and ensured going the extra mile to exceed expectations

CONTENT / NEWS DEPT MANAGER, COPYWRITER AND TRANSLATOR

LIBANCALL, BEIRUT, LEBANON / 2011 - 2013

Key Responsibilities

- Collaborated with product and business teams to incorporate product launches, policy changes, and other relevant content into news stories
- Directed the newsgathering process editorially and managerially including the planning, production and presentation of news via SMS and on social media networks
- Supervised staff 24/7 and hired, discharged and trained department employees
- Dealt with customers' complaints, helped set goals and make timely and effective decisions in situations requiring prompt attention
- Translated news and other content for regional services and supervised translators
- Developed, managed, wrote, proofread and edited content for mobile services
- Wrote advertisements and drew plans to market services
- Led content-related programs from conception to delivery working in collaboration with stakeholders and managed the editorial calendar and developed content partnerships
- Oversaw freelancers including content providers, editors, translators and worked with cross-departmental teams and maintained the master content calendar for provided services