

Name: [Kassandra Yaacoub](#)
Nationality: Lebanese
Date of Birth: 02/06/1995
Address: Batroun, Lebanon
Mobile: +96171365353
Email: Kassandra.yaacoub@live.com

PERSONAL SUMMARY

A multi-skilled, reliable and talented translator with a proven ability to translate written documents from Arabic into English and vice versa. A quick learner who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds. Well mannered, articulate & fully aware of diversity and multicultural issues. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and boundaries. Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

SKILLS

- Familiar with translation software tools.
- Able to speak Arabic and English fluently.
- Can speak and understand French.
- Excellent communication and social skills.
- Able to work to tight deadlines.
- Excellent writing skills and command of grammar.
- Highly skilled in Word, Excel and Microsoft Outlook.
- Willing to travel and able to work under pressure.
- Able to prioritize work.

EDUCATION

Academic Achievements

High school certificate: SE- Sociology and Economy
Lycee Officiel -Batroun 2010-2013

Bachelor Degree of Translation and Interpretation
Lebanese International University -Tripoli 2013-2016
Delf B1

WORK EXPERIENCE

Freelancer:

- **Carmencitta Magazine** *Kaslik* (*Articles Translation*)
- **ABZ Construction** *Tripoli* (*Website Translation*)
- **Deafcat Studios** *Beirut* (*Series and Movies subtitles Translation*)
- **Racti Art Production & Distribution** *Beirut* (*Series and Movies subtitles Translation*)

DUTIES

- Researching legal and technical phraseology to ensure the correct translation is used.
- Liaising with clients to discuss any unclear points.
- Providing guidance and feedback and creating customer-specific style guides.
- Translation of documents/letters from Arabic into English and vice versa.
- Reviewing and proofreading mother-tongue text.
- Translating website from Arabic into English.
- Supporting the translation team with other projects when necessary.
- Retrieving articles from newspapers, magazines & the internet & translating them from Arabic into English and vice versa.
- Subtitling Movies, series and documentaries.

REFERENCE

Information upon request.