**Master in Translation**

**Graduated in Business English**

**First Name:** Emna

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**Personal summary**: I am studying Master in “Translation” in the “High Institute of Human Sciences of Tunis” and I am graduated in Business English from the “Faculty of Human and Social sciences of Tunis”. I am the kind of persons who is able to learn quickly and improve continually his knowledge. Enthusiastic and have the ability to provide support to a company. Ambitious and looking forward to play a vital role in an organization with the purpose of achieving its targets and create mutual benefits. I am presently looking forward to join a company that offers long-term career and experience.

**Academic**: 2013 (September) -Start studying Master in Translation: High Institute of Human Sciences.

2013 (June) - License Degree in Business English: Faculty of Human and Social Sciences.

2010-Bachelor Degree: High School Rades.

**Experience:** TISC Agency. November 2014. I used to translate Diplomas, Certifications, and transcripts of marks from French and Arabic into English.

**Key Skills:**

**\*Language Skills:** Fluent English: Speaking and writing.

                              Fluent French: Speaking and writing

                              Arabic: Mother tongue Language.

                              Spanish: Optional Language.

**\*IT Skills:** - Highly competent user of Microsoft Office: World, Excel, and PowerPoint.

**-**Confident and effective user of social media: Facebook, Twitter, Blogger, Outlook, and Internet Explorer.

                  - Translation: French-English and vice versa.

                                         English-Arabic and vice versa.

                                         French-Arabic and vice versa.

**Trainings:  - 2012:** In Bank of Tunisia and Emirates in the Department of Foreign Operations.

**-2013**: In Bank of Tunisia and Emirates “Trading Room”

**Graduation Project**: Currency Risks.

**Activity:** Active member in the American Embassy.

**Hobbies**: Reading, listening to music and surfing online.