

Curriculum Vitae CV

I. Personal Data

- a. Full Name: Hanine Nassir Matar
- b. Date & Place of Birth: January 1, 1989, Mijdlaya, Aley, Mount Lebanon
- c. Nationality: Lebanese
- d. Full Mailing Address: Matar BLDG, Main street, Mijdlaya
Aley, Mount Lebanon
Phone Number: 70-323467, 05-572858
E-mail: h_matar89@hotmail.com

II. Education

<u>Name & Place of School/University</u>	<u>from</u>	<u>To</u>	<u>Degree/Diploma/Certificate</u> <u>Up To</u>	<u>Attained</u>
Lebanese University Faculty of Arts & Human Sciences Center of Languages & Translating New Rawda, Metn, Mount Lebanon	Oct 2006	Oct 2010	BA in Translating	
Maroun Aboud Secondary School Aley, Mount Lebanon	Oct. 2005	Jun 2006		Bacc II (Humanities)

III. Work Experience

- A.1. Name & Address of Employer: Daher Translation, Chiah,
Beirut, Lebanon
2. Date of Employment: Since June 2010
 3. Exact Title of Post: Translator

- B.1. Name & Address of Employer: Sleem Translation Office, Hamra,
Beirut, Lebanon

2. Date of Employment: June 2009—September 2009
3. Exact Title of Post: Bilingual Translator
4. Descriptions of Duties: Translating articles from Arabic to English &
Vice versa

- C.1. Name& Address of Employer: Dar Ilm lil Malayeen, Beirut, Lebanon
2. Date of Employment: April 2009- May 2009
3. Exact Title of Post: Translator
4. Descriptions of Duties: Translating stories from English to Arabic

IV Special Skills

1. Language Proficiency: Arabic, English, French
2. Computer Literacy: Word, Excel, Access, Power Point, Internet
3. Desktop Publishing Skills: Typing (70 Words/min), E-mailing
4. Stenography: Languages& Translation

V References are given upon request