**Jennifer Jaber**

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Metn - Lebanon

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# Work Experience

**Jan 2018 – Jul 2018** Translator and Interpreter

International Committee of the Red Cross (ICRC), Sanaa Delegation

* Translating MoUs, LoAs and Diplomatic Letters
* Providing liaison interpretation during meetings and detention visits
* Running the protection department at a Sub-delegation level

**Aug 2017 – Nov 2017** Translator and Editor

Office 961 S.A.L, Lebanon

* Translating financial, legal and business documents for Mackenzie and Co.
* Occasionally editing translations of interns and freelancers
* Researching terminology and adopting correct terms following extensive context analysis

**Dec 2016 – Present** Freelance Translator

ARK Group DMCC, Lebanon

* Translating service agreements, contracts, policy papers related to the humanitarian action and children safeguarding

**Apr 2016 – Present** FreelanceTranslator

Boecker Public Health, Lebanon

* Translating training material related to pest management and food safety
* Translating legal contracts on child safety, food safety, biosecurity, etc.

**Oct 2014 – Dec 2016** Freelance Translator

British Council, Lebanon

* Translating marketing brochures, announcements, agendas, etc.
* Translating legal contracts

**Nov 2013 – Mar 2014** Translator and Editor

Al-Joumhouria News Website, Lebanon

* Translating and editing news articles

**Jul 2013 – Sept 2013** Translator and Editor

Alameh Legal Translations, Lebanon

* Translating legal and financial documents and reports

# Freelance Work

**Dec 2017** English - Arabic - English Simultaneous Interpreting

Ministry of Foreign Affairs, Kuwait

* Kuwait’s Efforts in Combating Human Trafficking
* Field: Human Trafficking / Organized Crime / IHL

English - Arabic - English Simultaneous Interpreting

Carnegie Middle East Center, Lebanon

* + - * + 2017 Carnegie Middle East Center Annual Conference
        + Field: CMEC / Politics / International Affairs / ITC

**Oct 2017** English - Arabic - English Simultaneous Interpreting

Lebanese National Energy Organization, Lebanon

* + - 2017 LNE Conference
    - Field: Tourism / 4IR / Technology / Telecom

English - Arabic - English Simultaneous Interpreting

Gender and Mine Action Program, Switzerland

* + - Gender and Mine Action Workshop
    - Field: Gender / Mine Action / Lebanese Armed Forces

English - Arabic - English Simultaneous Interpreting

Greenacre Associates, UK

* + - Due Diligence Training
    - Field: Training / Due Diligence / Palestinian Refugees

English - Arabic - English Simultaneous Interpreting

U.S. Department of State – U.S. Embassy, Beirut

* + - * + Training on Terrorist Crime Scene Investigation
        + Field: Combating Terrorism / Crime Scene Investigation / Forensic Investigation / Law Enforcement

**Aug 2017** English - Arabic - English Consecutive Interpreting

Helen Adams, PhD. – Kings College, London.

* Field Mission to Syrian / Palestinian / Lebanese Communities in Bekaa
* Field: Humanitarian Aid / Sociology

**2016** English - Arabic - English Liaison Interpreting

SCIAF and Caritas, Lebanon

* + - Field Mission to Syrian Refugee Camps
    - Field: NGO

English - Arabic - English Liaison and Live Translation

Peace Labs Organization, Lebanon

* + - Supporting Capacities for Conflict Mitigation in North Lebanon
    - Field: NGO / Conflict Resolution

English - Arabic Translation

UK Embassy, UAE

* + - * + New UK Visa Services
        + Field: Website Content

**2013** Arabic - English Translation

Halawi Exchange Co, Lebanon

* Legal / Financial Report issued by the Banking Control Commission

English - Arabic Translation

Halawi Exchange Co, Lebanon

* Legal / Financial Report by the US Dep. Of Treasury

Arabic - English Translation

Halawi Exchange Co, Lebanon

* Legal / Financial Report issued by Halawi Exchange co.

# Education

**2015 - 2017** MA in Conference Interpretation

Language and Translation Center - Lebanese University, Raouda

* Acquired in-depth knowledge in interpretation techniques
* Acquired extensive knowledge in a plethora of fields, including education, environmental issues, international politics, etc.
* Undergone 240+ hours of training in Simultaneous / Consecutive / Sight interpretation from and into Arabic, English and French

**2010 - 2014** Bachelor of arts in Translation and Interpretation with a 3.80 Cumulative GPA

Notre Dame University, Louaize

* Acquired in-depth learning of translation techniques
* Taken courses in specialized legal / financial / UN translation
* Acquired initial sight / consecutive / simultaneous interpretation techniques

**2012**  DELF B2 (Diplôme d’études en Langue Française)

Institut Français, Jounieh

* Developed French verbal and written comprehension and expression skills in French

**2010** Baccalaureate in Life Sciences

College Notre Dame des Apotres, Raouda

# Skills

* Excellent command (written and verbal) in Arabic and English
* Very good command (written and verbal) of French
* Basic command of German
* Diplomatic approach in stressful situations
* Self-motivation and determination
* Advanced interpreting reflexes

# Skills

**May 2017** 5-day simultaneous interpretation training

*UNCCPCJ 26th Session – UNODC, Vienna*

* Silent booth training at the General Assembly
* Live simultaneous interpretation during side events

# References

*References are available upon request.*