**Paola Maria El Sayegh**

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**Objective:** I aim to share and develop my skills with the best companies and to acquire new experiences.

• BA in Translation & Interpretation at Notre Dame De University, Spring 2016

• Unfinished studies in English Literature, the Lebanese University, Fanar Campus, 2011 – 2012

• Baccalaureate II, Humanities & Literature, Notre Dame de Louize, (2010 – 2011)

**Work Experience:**

• **Liaison Interpreter** at UNHCR/ IOM, February 2016 – present.

*Interpreting from English to Arabic and vice versa between delegates from different countries and refugees seeking asylum.*

• **Free Lance Translator** with a Sworn Translator Ghassan Haddad, Jounieh, September 2014 - June

2015

*Translating legal documents and all types of contracts*

• **Customer Service Officer** at BHV City Mall – Admic S.A.L., August 2013 - January 2016

*Responsible for daily list of furniture delivery, clients’ complaints and comments, returns and exchanges, knowledge in stock using Navision, solving problems with clients.*

**Language:**

• Arabic (Fluently spoken, written, and read)

• English (Fluently spoken, written, and read)

• French (Well spoken, written, and read)

• Italian (Fairly spoken, written, and read)

**Skills**:

• Certificate in Model UN Conference (2008 – 2009)

• Social Volunteer in several social organisations (70 hours of social work)

*Helping Anta-Akhi in collecting food from Calipri Supermarket (Sahel Alma), participated in the Younbouh Marathon, visiting elderly retirement houses and taking care of them, participating eco- friendly campaigns*

• Member of MAM – ﺔﯿﻤﯾﺮﻤﻟا ﺔﯿﻟﻮﺳﺮﻟا ﺔﻛﺮﺤﻟا (15 years)

*Responsible for children between the age 3 and 5. Reading the Bible on a weekly basis, participating in activities for the kids, participating in Camps for kids and in camps for adult (being member not responsible)*

**Activities:**

• Piano (2002 - 2011) - Solfège De La Music (2005 - 2009) - Théorie De La Music (2009 - 2010) - Choirs

(2004 - 2014)