

## Joelle Harik

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### EDUCATION

Oct. 2006 – June 2010      Translation and Teaching Diploma, Center of Language and Translation, Faculty of Literature and Human Sciences, Lebanese University, Branch II, Rawda

July 2006                      Lebanese Baccalaureate II, Literature and Humanities section, Notre Dame des Apôtres, Rawda

### EXPERIENCE

#### ***September 2012 – Present:***

Freelance translator - Translating and reviewing documents mainly legal (laws, decrees, court decisions, official gazettes, agreements, contracts, etc.), marketing (projects, plans, annual reports, etc.), and others.

#### ***September 2018 – September 2020:***

Communications Officer at Sagesse High School – Mary Mother of Wisdom

- Manage the school's social media accounts and website.
- Head the Communications Committee (established for accreditation purposes).
- Write, edit, and issue newsletters and yearbooks.
- Draft and issue memorandums, circulars, letters, announcements, etc. issued from the Office of the Rector and all divisions and departments.
- Assist the Rector in executive work.
- Translate documents and publications for the school, etc.

#### ***September 2015 – August 2018:***

English Department Assistant at Sagesse High School – Mary Mother of Wisdom

- Assisting the Head of English Department in day-to-day tasks, coordination with teachers, administration, parents, publishers, etc., planning events, processing exams and tests, etc.

#### ***May 2014 – January 2015:***

Quality Assurance Department at the American University of Science and Technology

- Implementing a bespoke Quality Management System by continually controlling and improving the University's performance. Our main duties are to: develop procedures and processes, develop and control quality improvement plans, handle complains, etc.

#### ***September 2012 – May 2014:***

Departmental Assistant at Faculty of Business and Economics, American University of Science and Technology

- Assisting the dean and chairpersons of the Faculty of Business and Economics, as well as part-time faculty members and students: preparing daily memorandums and reports, preparing for events and conferences, assisting the students with their petitions, managing exams and grades, reviewing and correcting students' senior projects, etc.

***July 2011 – August 2012:***

Translator at Tarjlators, part of Sader Group

- Legal translation namely UAE laws, decrees, court decisions, official gazettes... in cooperation with LexisNexis (elaborated in first point).
- Participated in a Workshop on Drafting and Translating International Commercial Contracts from February 19 to February 23, 2012.

***July 2010 – July 2011:***

Translator at Screen's International

- Subtitling namely National Geographic documentaries.

**COMPUTER EXPERTISE**

Operating Systems: Windows

Software: Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Visio, Microsoft Access, Microsoft Publisher, Microsoft Outlook, Internet Explorer, Oracle, Skoolee.

**LANGUAGES**

|         | Write     | Read      | Speak     |
|---------|-----------|-----------|-----------|
| English | Very Good | Very Good | Very Good |
| Arabic  | Very Good | Very Good | Very Good |
| French  | Very Good | Very Good | Good      |

**PERSONAL**

Date of birth                      January 1, 1989

Nationality                      Lebanese

Member of the "Les Scouts Du Liban," Group NDA Sabtieh from 2003 till 2013

References are available upon request.