

Ghada Labban

Sworn Translator, Editor and Content Creator

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[Ghada Labban | LinkedIn](#)

I am a professional and highly experienced sworn translator certified by the Ministry of Justice with more than 20 years working in many fields. I held translation tasks for companies in various industries such as higher education institutions, UN agencies, NGOs, commercial companies, ministries and official documents. I have a Masters degree in Media Translation (2011). My solid knowledge in Arabic and English helped me provide high quality translation services to clients. Besides I have experience as an English and Arabic editor, content creator in addition to translation. I also participated in writing, publishing, and supervising three issues of scout's magazines (Al-Fikr Al Kashfi).

PROFESSIONAL EXPERIENCES

December 2003 - Present

Sworn Translator – Freelance, Beirut, Lebanon

Certified translator authorized by the Lebanese Ministry of Justice

Works as a freelance translator to provide translation services to numerous clients from various industries

- Translation of official and legal documents and articles from one language to another and ensure that the finalized converted text relay the intended message as clearly as possible.
- Translation of Marketing articles, captions and presentations
- Proofreads, edits, and revises translated materials
- Liases with clients to discuss any uncertain points and to address any requests for amendment
- Review and proofread native text items
- Offer translation services to a range of legal corporations, national and international NGOs

Here are some of my clients:

International Organization of Migration

American University of Beirut

Beirut Arab University

Parkville Global Advisory

Al Riyadi Club

American Near East Refugee Aid (ANERA)

Creatives (Digital marketing)

December 2019 – Present

Translator, editor, content creator

- Translation tasks for Communication and Public Relations Department Human Resources Department, Publications Office and President's Office.
- Editing tasks for reports and publications
- Translates contacts, correspondents, memorandums and agreements into target language.
- Translates all university news that are posted on the university website and social media

April 2022 – Present

Beirut Arab University, Beirut, Lebanon

Alumni and Career Center - Senior Specialist

- Maintain continuous communication with employers
- Build networks with new employers
- Promote the university graduates and alumni to new companies and employers
- Assist students in writing cover letters, motivation letters and ...
- Assist students in writing their CVs
- Update the companies database continuously
- Organize the annual job fair
- Send job vacancies to alumni
- Organize frequent meetings with recruitment and HR officials in companies and propose beneficial ideas
- Provide the President and Secretary General with reports concerning the Center's work and progress
- Update alumni database
- Organize activities for alumni
- Maintain contacts with notable alumni
- Prepare surveys for students and alumni
- Write the social media news for activities to be posted on social media platforms and website
- Update alumni with university events and activities

August 2008 – March 2022

Beirut Arab University, Beirut, Lebanon

Alumni and Career Center - Specialist

- Organize the annual job fair
- Send job vacancies to alumni
- Promote the university graduates and alumni to new companies and employers
- Update alumni database
- Update alumni with university events and activities
- Maintain contacts with notable alumni

Other Experiences:

October 2006 – July 2008

Neelwafurat.com, Beirut, Lebanon

Operations Manager

- Follows up client's online book orders
- Obtains approvals for credit card online payments - Prepare orders of clients to be shipped by courier companies (DHL and Libanpost)
- Tracking clients' orders from collection to delivery - Reply to clients' inquiries (emails and phone)

January 2006 – September 2006

Al Cherif Services, Beirut, Lebanon

Sworn Translator

- Translate legal and official documents
- Translate articles pertaining to all sorts of topics from Arabic into English

August 2001 – February 2004: United Credit Bank S.A.L.
International and Operations Department

- Maintained public relations to assure permanent contact, directly or indirectly, with customers within the country or abroad
- Maintained close supervision of relations with correspondent banks worldwide
- Received and processed transfers
- Kept records of correspondents in Lebanon and outside Lebanon

MEMBERSHIPS:

- Sworn Translator since 2003
- Member of the “General Union for Translators in Lebanon”
- Member of Lebanese Scout Association

CONFERENCES:

- Participated in several conferences and workshops on translation

LEADERSHIP:

2021-Present Assistant to the President Lebanese Scout Association for Alumni Affairs

2012 - 2014 Pioneers and Rovers Commissioner

2002 – 2004 Pioneers and Rovers Beirut Commissioner

Awards: 1998 and 1999 Best leadership Award
1992 – 2003: Scout Member, Leader, Group Leader

EDUCATION:

Masters of Arts, Translation

Islamic University in Lebanon (Beirut, Lebanon) - September 2011

Diploma in Graduate Studies, Translation

Beirut Arab University (Beirut, Lebanon) - June 2003

Bachelor of Arts, Languages and Translation with Teaching Diploma

Islamic University in Lebanon (Beirut, Lebanon) - October 2001

SKILLS:

- Languages: English fluent – Arabic Native
- Computer: Microsoft Office (Word, Powerpoint, Access), Internet