

Rita Haddad

Professional Translator

SIRET (FR) 750 371 841 000 32

Profound knowledge of professional writing techniques + copywriting skills

English & French speaker with an enquiring & creative mindset

Impeccable managerial, communication & interpersonal skills

Flexible working style & able to learn new systems rapidly

Creatively perceptive, time-efficient, excellent contact

AREAS OF EXPERTISE

***Art & Culture**

Museums, Arts & Culture, Exhibition materials & publications (captions, catalogues, gallery signage...), Archeology, World Heritage Sites.

***International affairs & NGOs**

Legal & financial (general)
Bilateral cooperation agreements
G20-G8 meeting reports
letters of engagement
COP, OECD, Francophonie etc.

COMPETENCES

Translation
Editing - rewriting
Proofreading

LANGUAGE COMBINATION

English > Arabic
French > Arabic
Arabic > French

MATERIAL

Exhibition materials & publications, captions, catalogues, gallery signage, leaflets & flyers, audioguides, press releases, reports...

Editorial content only
No CAT tools
Indesign for DTP



Contact:

Address: 19, boulevard Saint Antoine
78000 Versailles

Mobile: +33 6 02 12 49 79

Email: rita-h-m@hotmail.com

PROFESSIONAL EXPERIENCE

2012 - at present : Freelance Translator

Most recent Translation & Editing / Proofreading projects :

Photography Exhibition material « Humanitarian Principle : Here & Now »
Patrimoine Proche-Orient « Grands Sites Archéologiques »
Exhibition catalogue « Art & Liberty: war & surrealism in Egypte 1938-1948 »
Exhibition catalogue « The oriental album of Bartholomaüs Schachman »
Alexander Berzin Archives (Buddhism & Dharma, inter religious dialogue)

2004 - at present : Embassy of the State of Qatar - Paris

2004 - 2018 : Translator at the Ambassador's office

2018 - at present : Chief of staff / Ambassador's Office

Determine priorities - provide timely & responsive administrative support
Organise high-level meetings and bilateral visits
Liaise with delegations to the UN and other international organizations
Screen & prepare correspondences & verbal notes
Follow-up bilatéral / multilatéral conventions and MOUs
Manage planning and being the point of contact for departments heads
Coordinate public diplomacy events, conferences & other bi/multilateral events

2002-2003 : Assistant Editorial - Auralog - Montigny-Le-Bretonneux

Conception of an interactive program for Arabic language learning
Grammar rules & exercises, linguistic proofreading
Elaboration of a trilingual lexicon

EDUCATION

Paris II Panthéon Assas University (2008)

MA Political Sciences (Media, Language & Communication)

Caen Basse-Normandie University (2002)

MA (NVQ level 5) in Language Sciences (En- Fr)

USEK University - Lebanon (2001)

MA (Maîtrise) in translation & Linguistics Studies

Continuing Professional Development:

Court & Public Service Interpreting PSI - (on-going)
Fundamentals of Writing, Editing & Correcting (Certificat Le Reborn)
Ethnomedicine (Inalco, Paris)
Specialized English translation Legal & economic (Nanterre University)
Fine Arts & Art History (preparatory classes)

AREAS OF INTEREST

Medical Humanities : Therapeutic Patient Education (TPE), medical anthropology, Alternative Medicine & traditional therapies...

Member of Jury for « Psychologies-Fnac » Essay Prize (2021)

Artistic practice : photography, calligraphy (Arabic & Japanese)