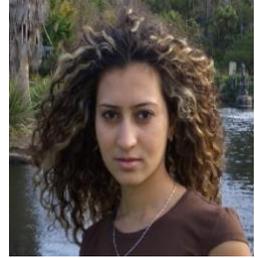


## Contact Detail



**Name:** Hiba Eyadeh

**Address:** United Arab Emirates  
Abu Dhabi

**Date of Birth:** 15/10/1983

**Nationality:** Palestinian with Australian Permanent Resident

## Education/Qualifications

**Institution:** Lebanese University  
**City/Country:** Lebanon  
**Qualifications:** Bachelor degree in English Literature  
**Completed:** 2009

**Institution:** Arts, Sciences, and Technology  
University  
**City/Country:** Lebanon  
**Qualifications:** Bachelor Degree in Business  
Administration  
**Completed:** 2005

**Institution:** Siblin Training Center  
**City/Country:** Lebanon  
**Qualifications:** Diploma in Computer Science  
**Completed:** 2003

**Other certificates:** Legal Translation Certificate

Having a certificate in ICDL and Cisco.

## Experience

### Sep 2019- Present

#### Executive Secretary and Translator at Art and Science International Academy

- Translating all kinds of documents between English and Arabic.
- Liaising with international institutions for providing accreditations of certifications and courses to be conducted in the Academy.
- Manage projects with client relationships, working to carry out client goals while meeting company goals.
- Identify and develop opportunities to grow business by working closely with channel partners and existing clients.
- Doing researches and studies from various sources to provide a well organized material for new challenges.
- Other duties as requested.

### Dec 2015- Dec 2017

#### Receptionist and English<>Arabic Translator at The Embassy of the Republic of Rwanda- Abu Dhabi

My Duty included but not limited to:

- Translating incoming and outgoing written correspondence between English and Arabic including note verbales, letters, invitations, contracts, agreements, minutes of meeting, reports, business letters, legal and governmental documents,...etc.
- Writing, editing, and proofreading all kinds of letters to different governmental and non-governmental entities in the UAE.
- Wiring and copy-editing presentations, press release, speeches and a wide range of official documents to be presented during a wide range of events and ceremonies.
- Conducting interpretation services from English into Arabic and vice versa during both internal and external meetings with the UAE senior officials.
- Liaising regularly with government ministries and local authorities on protocol and other matters to coordinate high-profile meetings and appointments.
- Screen all telephone calls, visitors, schedule meetings, and giving appointments for the Head of the mission.
- Preparing forms and communicating with Ministry of Foreign Affairs (MOFA) for arranging meetings and visits between Ambassador and other departments in the ministry, as well as other entities in the UAE.
- Assisting people in applying for visas to Rwanda, and ensuring that all relevant documents are provided as well as tracking their requests whenever needed.

- Taking minutes of meeting, arrange travel bookings, and attend meetings to act as an interpreter.
- Maintaining proper storage of files (e.g. documents and confidential information) according to certain categories and criteria.
- Checking the Embassy mail and distributing emails to whom it may concern, like invitations, letters, forms, and Note verbales from other Ministries and Embassies.

## **June 2016- Present**

### **Freelance Translator :**

Working as a freelance English - Arabic translator/ Copywriter with:

- [3asafeer.com](#): a website concerned with Arabic stories for kids for the purpose of developing their skills and abilities and expanding their imagination. They also have an application for schools to encourage students to enhance their reading abilities.

During my job with this company, I have translated audio books like “Great Scientists and their Discoveries”, “ Sapiens”, “ The Metamorphosis”, stories, worksheets, and many more. In addition to translation, I have done some transcription work for short stories.

- [Booklava.com](#): a website which serves as a comprehensive platform for Arabic audiobooks and short titles. I am in-charge of producing solid and impeccable Arabic summaries for the bestselling books worldwide in different array of knowledge domains.

## **Sep 2014- June 2015**

### **English language Instructor at OSTD (orient star for training and development)**

My Duty included:

In my position as an English Teacher, I used to give English courses for those who seek the improvement of their English language in all its aspects whether written or verbal.

## **Oct 2010- June 2011**

### **English Teacher at ABC Private School.**

Through this position, I was a class teacher for grade 3 elementary students. Throughout this academic year, I used to deliver the message of understanding new things and concepts in a smooth way in order to break the fear of the students from a new language and build a bridge between me and them. My duties also include:

- Conducting lessons using different teaching techniques and strategies.
- Making sources, Vocabulary, Procedure, and Classwork or Homework Assignments.
- Holding Parents/Teacher Meetings every term of the school year to discuss students' educational progress and affairs.

- Preparing weekly Quizzes, Monthly Tests, Revision Worksheets and Term Exams with Answer Keys.

## **2003-2006**

### **Translator and Secretary at Hiram institution-Lebanon.**

During my job, my duty was as follows:

- Translating all incoming and outgoing emails and documents from Arabic to English and vice versa.
- Preparing daily reports for the management.
- Answering enquiries sent via email from clients.
- Receiving all the daily transactions from the administration office.
- Receiving and solving maintenance complains for different dept.
- Sending Faxes, scanning, printing, and copying.
- Managing the meeting rooms booking.
- Other tasks as required.

## **Languages**

Arabic: Spoken, read and written fluently. (Mother tongue)

English: Spoken, read, and written fluently.

French: Read and written.

## **References**

Ready upon request.