



HODA JAZZAR
TRANSLATOR

PERSONAL INFORMATION

Name

Hoda Rabih Al Jazzar

Birthdate

26 / 02 / 2002

Nationality

Lebanese

CONTACT

🏠 Tripoli / Lebanon

☎ +961 70 506 804

✉ hoda.jazzar26@gmail.com

✉ hoda.concrete@gmail.com

COMPETENCES

- ✓ **Working with children (especially high-risk children), refugees and vulnerable population**
- ✓ **Motivated and excellent team-player**
- ✓ **Strong facilitation and organisational skills**
- ✓ **Analysis & Research**
- ✓ **Strong interpersonal skills**
- ✓ **Time Management & Multitasking**
- ✓ **Cultural Awareness & Intelligence**

JOB EXPERIENCE

Assistant Manager & COO
Nov 23 - Feb 24

Alvin D'or
Internship

Social Media Specialist
June - Nov 2023

Concrete Studio, Remotely / Abu Dhabi
Led social media strategy across platforms
Managed content creation & posting
Content Writer & Proofreader

BLN Teacher
Nov 22 - Nov 23

Ana Aqraa Association, NGO / Lebanon
Basic Literacy & Numeracy / PSS & SEL

BLN Teacher assistant
Aug - Nov 2022

Ana Aqraa Association, NGO / Lebanon
Basic Literacy & Numeracy

Life Skills Tutor
Aug - Sep 2021

DPNA & World Vision, NGOs / Lebanon
Abide by the Child Protection, code of conduct and PSEA policy

EDUCATION

Translation & Languages
Jinan University, BA | 2020 - 2023

SV (Life Science)
Fadel Al Moukaddem highschool, Bac2 | 2020

NGO'S TRAININGS

GIHA
Ana Aqraa Association | Dec 2022
Gender for Humanitarian Action

QTL
Ana Aqraa Association | July & Dec 2022
Quality of teaching and Learning





PSS & SEL
Ana Aqraa Association | Aug 2022

CHILD PROTECTION
Save The Children | July 2022

CHILD SAFEGUARDING
Save The Children | July 2022

LIFE SKILLS - TOT
DPNA | July 2021
Attend capacity building sessions to implement project activities






CERTIFICATES

- **Entrepreneurship**
AUF - (March 2022)
- **Turkish Language - Level 3**
Jinan University - Department
of languages (2021)
- **Certificate of participation in
a seminar of education**
Centre Lexus / Morocco
(2020)
- **Francophone Prize of 2017**
AUF & Institut Francaise

REFERENCES

- Mr. Imad Badawi**
, Alvin D'or owner
+961 76 000 027
- Concrete Studio**, Company
+971 50 430 3371
www.concretestudio.ae
- Razan Abbas**
, Field Office & Coordinator
Ana Aqraa Association
raabbas@ana-aqra.org
- Rana Hassouna**, DPNA
rana.hassouna@dpna-lb.org

INTERESTS

- **Music**
Pianist & Singer
- **Video Editing**
Trailers & Clips Maker
- **Sports**
Workouts & Fitness
Football
Basketball
- **Literature**
Writing poems
& Reading
- **Space & Zodiacs**

SOCIAL MEDIA TRAININGS

GOOGLE WORKPLACE (G SUITE)
Udemy | October 2023
Concrete Studio

CONTENT MARKETING COURSE
Video School Online | July 2023
Concrete Studio

TRANSLATION'S TRAININGS

LEGAL TRANSLATION
Jinan University | 72 Hours / 2023
(Eng/Fr/Ar)

SIGHT TRANSLATION
Jinan University | 36 Hours / 2023
(Eng/Fr into Ar)

LITERARY TRANSLATION
Jinan University | 36 Hours / 2023
(Eng/Fr/Ar)

GENERAL TRANSLATION SERVICES
Saphir Office - Iman Lagha | 60 Hours / 2022
(Eng/Fr/Ar/Tur/Span)

GENERAL TRANSLATION SERVICES
Al Awael Office | 60 Hours / 2022
(Eng/Fr/Ar)

MEDIA TRANSLATION
Jinan University | 36 Hours / 2022
(Eng/Fr/Ar)

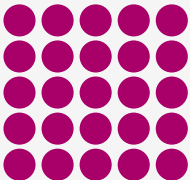
ECONOMIC TRANSLATION
Jinan University | 36 Hours / 2022
(Eng/Fr/Ar)

SCIENTIFIC TRANSLATION
Jinan University | 36 Hours / 2022
(Eng/Fr/Ar)

SKILLS

Computer Skills

MS Office
CRM
Data Collection
Kobo collect
G-Suite



Communication skills

Verbal
Non-Verbal
Written



Languages

Arabic
English
French
Spanish
Turkish



Other skills

Content writing
Writing Skills
Proofreading
Interpretation

