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| LEILA EL HAJJ AHMAD  LEBANON · 0096176970170  Leila-aub@hotmail.com · [www.linkedin.com/in/leila-hajj-ahmad-b25298136](http://www.linkedin.com/in/leila-hajj-ahmad-b25298136) · |
| Translator and interpreter |

# Experience

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| 2016 – till datetranslator, self employed Translating various domains including: legal, medical, economic, education, media, technical and many other domains, in addition to interpreting educational speeches based on conferences. 2015 – 2017english instructor, AOTC.lebanon Teaching English for vocational levels up to BT3. 2008 – 2011peer councelor, supreme council for family AFFAIRS (SHARJAH, U.A.E.) Holding meeting for moms and moms-to-be concerning child healthcare and breastfeeding methods. 2004 – 2006manager assistant, WAB CORPORATION (shipping company) lebanon Issuing official shipping certificates, holding meetings, filing, achieving and direct contact with clients. 2002 – 2004sales manager, E. MIRROR, YAHYA express.lebanon Running a photographic laboratory in all needs including sales and accounting. 2000 – 2002sales manager, s.g.l.i.c.O. TRADING co. lebanon Running a showroom for household decoration and utensils including sales and accounting. 2000 – 2000clinic assistant, a.u.b.m.C. AMERICAN university of BEIRUT (medical center) lebanon Managing patient’s appointments with filing and achieving. |
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# Education

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| 2018BACHELOR’S degree in translation and interpretation, l.i.u(lebanese international UNIVERSITY) LEBANON |
| 2008peer councelor, supreme council for family affairs(ibclc)u.a.e. Promoting and supporting our counseling skills, educational meetings and workshop attendance certificates. 2004COMPUTER, GRAPHIC design, mira training center.lebanon Computer-graphic design course (Corel draw, Phptoshop,3Dmax, Quark Xpress & illustrator) |

# Skills

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| * Translation skills in various domains * Interpreting conferences * General computer skills and web | * Language skills including French and Spanish besides English proficiency and Arabic mother language * Management and directing skills |

# certificates

# Earning A Place on The Deans Honor List(LIU)

# Participation In 2nd & 3rd Education Day(LIU)

# How to Improve Counseling Skills(SCFA-U.A.E.)

# Workshop on The International Code of Marketing of Breast-Milk Substitutes(SCFA-U.A.E.)

# Service Excellence(AUBMC)

# Service Excellent in-Patient Care(AUBMC)