Rayan Millard (Nee' Zreik)

**Contact**

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**top skills**

Translation

Time Management

CONSULting

human resources management

administration

**Languages**

English (fluent)

Arabic (mother tongue)

French (conversational)

**Honors-Awards**

Pepsi Cola International Scholarship – SENIOR YEAR - for top university performance

Masters Degree Scholarship Awarded by north africa commercial bank

Summary

A motivated, task-oriented and efficient bilingual Graduate from the American University of Beirut, lived and worked in the Arabian Gulf region for over 10 years, specifically in the UAE and Qatar with a long exposure to the Lebanese, Syrian, Gulf and Libyan cultures, languages and dialects. In the course of my career, I have performed several translating and interpreting assignments and have been living in a Western household since 2015. I am currently in the process of transitioning to the new NAATI Certification and have a Statement of Attainment for completing the Translating & Interpreting skills course for the NAATI certification from RMIT University in Australia. I will be sitting for the NAATI Translating Test (Arabic to English) in March, 2020. I am currently seeking a role in translating from Arabic to English or from English to Arabic.

Experience

**Progroupk International – International Trading -NSW**

Consultant & Translator, Interpreter - August 2015 - Present

Summary:

* Performing translating of related business documentation accurately and in accordance to industry standards. The documents included agreements (cooperation agreements, partnership agreements, commission agreements), contracts, handbooks, catalogues, letters, emails, websites and templates related to investments, international trading, real estate, brands and other business lines.
  + - * Interpreting to all parties concerned during introductions and deal negotiations
      * Communicating with both Australian and Middle Eastern organization stakeholders and partners to ensure the achievement of organizational goals

**Progroupk – Trading and Investments**

Consultant & Translator - March 2010 - July 2015

Beirut District, Lebanon

* Utilizing Arabic and English language skills to translate and interpret to all parties concerned
* Formulating as well as translating catalogues, business studies, agreements and contracts
* Liaising with entities in the Middle East (including Gulf region) as well as Western counterparts to promote the business – international trading and investments

**Qatar First Bank (QFB)**

Member of the Founding Team - June 2008 - December 2008

Doha, Qatar

* + - * Responsible for formulating as well as translating policies and procedures manuals, employee handbook, welcome package, other HR and Administration documents such as employment contracts, employment laws and other templates from English into Arabic
      * Interpreting for top management (from Arabic to English)
      * Introducing Middle Eastern culture to the Western founders from the US and UK and how it relates to HR strategy and company vision, mission, values, goals and objectives

**Al Jaber Group (56,000 employees)**

CEO Office Manager & Translator - September - 2007 - June 2008

Abu Dhabi, United Arab Emirates

* + - * Advising top management and company owner on company policy, direction and preferred action
      * Translating all relevant emails and correspondences, and summarizing work to company owner

**North Africa Commercial Bank SAL ( Subsidiary of the Libyan Arab Foreign Bank in Lebanon)**

Head of Dept. and Advisor to Top Management – Nov 1997 – Sep 2007

Beirut, Lebanon

* + - * Responsible for translating hundreds of pages related to policies and procedures manuals, job descriptions and other banking, administration and human resources related documents including labour laws, contracts and others.
* Formulating a policies and procedures manual in coordination with Ernst and Young and translating it into Arabic
* Played a big role in introducing English and computer skills training into the bank
* Setting up an HR department and reforming it from a Personnel Department
* Communicating with Libyans in the Libyan dialect on a day-to-day basis and interpreting to top management

**Private Tutor**

* Teaching a Libyan student English for a period of 6 months

Education

**RMIT University**

Language Interpretation and Translation · (2018 - 2019)

**Courses**:

LANG5830C - Apply codes and standards to ethical practice

LANG5848C - Build glossaries for translating and interpreting assignments

LANG5854C - Prepare to translate and interpret

LANG5855C - Manage discourses in general settings

LANG5858C - Read and analyse special purpose English texts to be translated

**NAATI** – Will be sitting for the NAATI Translating test (Arabic to English) in March 2020

**Versant English Placement Test – Overall Score – 70**

**American University of Beirut – Beirut – Lebanon (1998-2001)**

Master’s Degree in Public Administration – Emphasis on Personnel Management

**American University of Beirut – Beirut – Lebanon (1993-1997)**

Bachelor's in Public Administration

**Relevant Courses**:

Reading in Arabic Heritage (2 courses)

St. Arabic Literature and Language

English Communication Skills (2 courses)

Art of the Essay

**International School of Choueifat -** Abu Dhabi

High School Diploma · (1980 - 1993)

Attained high Arabic test score – 16.81 / 20

(Literature- 18.20, Composition- 15.25, Gram- 16.37, Reading- 18.80)

**Skills**

* Ability to translate 3000 words a day
* Ability to meet deadlines
* Competent in MS Application (Word, Excel, PDF).
* Excellent Research Skills for Translating Purposes
* Excellent Meaning Transfer Skills
* Committed to developing in the translating field
* Abiding by the Code of Ethics and Code of Conduct
* Excellent Public Relation and Communication Skills