

KHEMAIS CHAIEB

61, Rue Ibn Mandhour, 2080 Ariana, TUNISIA

(+216) 52988226

khemaischaieb57@gmail.com

khemais_chaieb@yahoo.com

A long and diversified experience in the fields of free-lance translation, content writing, TV and print media and PR work provide the appropriate credits for potential recruitment. Living abroad, working with international organizations and as foreign correspondent, helped acquire a multicultural, multi-language background. It was strengthened by the positions held at the U.S. Embassy in Tunis, with the European Union and with the Arab States Broadcasting Union (ASBU). In all three, the environment was multinational, translation and creative research, writing were key parts of the job.

Political and economic analysis has been a favorite activity. As early as 1980, I was producing for national TV a weekly program, featuring the week's prominent world event.

WORK EXPERIENCE

Freelance translator, content writer

3/1982 to Present

Freelance

Tunisia, USA, France

§ Translate, proofread, revise and edit texts of various nature to the benefit of Tunisian individuals, companies and to foreigners through internet.

§ Research and write texts, press articles, reports... on a freelance basis

Information Officer

4/2009 to 12/2021

Arab States Broadcasting Union (ASBU)

Tunis

§ Establish, run a multilingual PR department

§ Research, write/re-write reports, media articles and press-releases, mails, working documents (Arabic-French-English)

§ Webmaster of 3 websites

§ Produce PR material (leaflets, booklets, DVD's, etc.)

PR Adviser

4/1998 to 2/2009

Ministry of Tourism, Tunisia

Tunis

§ Promote Tunisian tourism through media, internet

- § Produce/distribute a weekly newsletter, *Flash Tourism*
 - § Supervise/produce, translate DVD's, websites, print material on Tunisian tourism
 - § Research, write correspondence, reports, studies and other publications
-

Freelance translator, content writer

3/1982 to Present

Freelance

Tunisia, USA, France

§ Translate, proofread, revise and edit texts of various nature to the benefit of Tunisian individuals, companies and to foreigners through internet.

§ Research and write texts, press articles, reports... on a freelance basis

Expert, Information and Culture

3/1998 to 4/1997

MEDA Team (European Union Project)

Tunis

§ Promote European Union's co-operation projects in Tunisia

§ Produce/distribute a daily "Electronic Newsletter".

§ Organize cultural activities of the EU's Delegation in Tunis

§ Handle relations with the press and with the Tunisian public in general

Director of Communication

1/1997 to 3/1998

El-Fouledh (Tunisia's only steel-maker)

Menzel Bourguiba (Tunisia)

§ Promote and develop internal communication among the plant employees and workers (local radio, newsletter, Personal letters from the CEO, Box for Ideas, meetings, etc.)

§ Permanent Secretary of the "TQM Committee"

§ Member, Cultural Committee of the company.

Information Specialist

9/1987 to 12/1996

U.S. Embassy to Tunisia

Tunis

§ Promote U.S. Embassy's activities in Tunisia

§ Organize major events, such as Official visits, US-PLO Dialogue, political dialogue in the Great Lakes (Africa)

§ Organize media and cultural exchanges and send to Washington daily "Media Reaction" reports.

(Summaries and translations)

§ Organize an annual training program for African and Arab journalists

§ Run teleconferences between Tunis, Washington and other capitals

Foreign Correspondent (from Tunisia)

8/1986 to 9/1987

United Arab Emirates (UAE) News Agency (WAM)
Tunis

§ Cover Tunisian, PLO's and Arab League's events, activities and send daily reports (writing and translation)

§ Write regular news analysis and commentaries.

§ Translate various reports and articles provided by the agency and send them back for publication.

Foreign Correspondent (From Tunisia and the U.S.A.)

7/1980 to 9/1986

Saudi Arabia's daily "Al-Riyadh"

Tunis, U.S.A.

§ Cover Tunisian, PLO's and Arab League's events, activities and send daily reports (writing and translation)

§ Write regular news analysis and commentaries.

§ File coverage reports, press interviews from Tunis and the US

TV Reporter and Producer

7/1980 to 1/1983

Tunisian Radio and Tv Corporation (ERTT, Public)

Tunis

§ Prepare Arabic-language newscast (collect, translate and write news items)

§ Produce weekly analysis/commentary on major world events ("*The World this Week*")

§ Produce field reports

University Professor

9/1992 to 6/2017

Tunisian public and private universities

Tunis

Courses taught:

§ Translation: Arabic - English - French

§ Reporting I, II, III

§ Introduction to Public Relations (PR)

SKILLS

MS Office 10+ years

Agriculture & Farming work 10+ years

Kitchen Chef 10+ years

Shop keeping 5 years

Book Writer 10+ years

EDUCATION

University of Kansas (KU), U.S.A.

Master's

Journalism and Mass Communications

Lawrence, Kansas, U.S.A.

1/1983 to 5/1985

Institut de Presse et Sciences de l'Information (IPSI), Tunisia

Bachelor's

Journalism

Tunis

10/1976 to 6/1980