

# **Mayssa Nahlawi**

**Freelance Translator & Interpreter**

**(English <> Arabic)**

**Member of the American Translators Association**

## **Contact information**

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## **Summary of Qualifications**

- Eighteen years of experience in translation and writing (English to Arabic and vice versa).
- Proficient in Microsoft word, Excel, and PowerPoint.
- Editing and writing skills.
- Content knowledge in development, health, and education.
- Solid background on Middle Eastern cultures and conflict.

## **Work Experience**

- Freelance translator and interpreter, worked with translation agencies, UN organizations, university students, magazines, hospitals, research companies, and civil organizations. Projects included translation of training manuals, educational material, research tools and reports.
- Researcher and Information Officer, United Nations Development Program, Lebanon. Responsible for translating newsletters, press releases, and research publications.
- Research Assistant, American University of Beirut, Lebanon. Responsible for translating newsletters, research tools, and awareness material.

## **Education**

- Master of Public Health, American University of Beirut, Lebanon.
- Bachelor of Arts, American University of Beirut, Lebanon.

## **Sample projects**

- "Qualitative Assessment", Sayara International, training manual.
- "Kalimah Tayebah", educational series for children.
- "Living Conditions of Households in 2004", Ministry of Social Affairs, research report.
- "Millennium Development Goals in Arab countries", United Nations Economic and Social Commission for Western Asia, conference material.
- "Population in Lebanon", series of statistical factsheets, United Nations Development Program, Lebanon.