



Darine Kakeh



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International city -phase 2-
Warsan4, Dubai



11 May, 1990

SKILLS

Managing

Photoshop

Marketing

leadership

EDUCATION

Study Program

English Translation Program

12/2011 - 09/2015

Aleppo,Syria

WORK EXPERIENCE

Freelance Translator

01/2017 - Present

Achievements/Tasks

- Translates documents and other material from English to Arabic and vice versa.
- Reads material and rewrites material in specified languages, following established rules pertaining to factors, such as word meanings, sentence structure, grammar, punctuation and mechanics.
- Communicates verbally and in writing to answer inquiries and provide information.
- Maintains databases.
- Prepares and manages correspondence, reports and documents.
- MTPE and HT projects for many Platforms such as Oneforma,Pactera..etc)

GBV Case Manger

Al-batoul for humanitarian services-women's safe space (UNFPA Project).

07/2016 - 08/2017

Tartus,Syria

Achievements/Tasks

- Responsible to manage directly the survivor cases.
- Contributed within the centers to the identification of at risk girls, and women.
- Support GBV at risk individuals or survivors by referring them when necessary and in respect of their consent to other service providers (health ,legal counseling and representation or shelters ,etc.)
- Assessment of needs, developing an action plan, implementing the plan , appropriate following and case closure (if and when appropriate all above activities documentation).

Team leader

Al-batoul for humanitarian services-Community Center (UNHCR Project).

12/2015 - 07/2016

Tartus,Syria

Achievements/Tasks

- Coordinate and implement the Shelter project according to strategy, proposals and plans.
- Providing psychosocial support for families and children, as well as to raise awareness among them and motivate children to pursue education, managing the implementation of emergency activities and monitoring their effectiveness, Preparation of relevant reports and documents for HR manger
- Undertake situation analyses and needs assessments. Child protection related issues may include, but not be limited to, exploitation and abuse in relation to sexual and other forms of violence, children associated with fighting forces, separated children, child trafficking, access to education.
- Develop weekly and monthly activity and work plans.

TRAINING

Workplace/Company

Achievements/Tasks

- Crisis preparedness and Management of disasters with The Red Of The Crescent Org (March 2015)
- Crisis Management with New Horizons computer learning center (September 2014)
- Marketing with New Horizons computer learning center (April 2014)
- Effective communication with New Horizons computer learning center (January 2014)
- GBV Case Manager with UNFPA Org (December 2016)
- Photoshop with New Horizons computer learning center.(May 2009).