

REEM MOSTAPHA

LOCAL PM & LANGUAGE SPECIALIST

EDUCATION

Lebanese International University
Bachelor's degree in **Translation and Interpretation**
Sep 2016 – August 2020
Lebanon, Sidon

SKILLS

Subtitling, SEO copywriting, CAT tools, Translation, Localization, Proofreading & editing, Consecutive interpretation, Microsoft Office, Leadership, Adaptability, Budgeting, Problem-solving, Reporting & communication, Project planning & management, Event coordination, Documentation, and Time management

PROFESSIONAL DEVELOPMENT

McKinsey & Company, **McKinsey Forward Program**
December 2022 – May 2023

Arab Professional Translators Society, **Accredited Professional Translator**
Issued on August 2021 – Active

VOLUNTEER

UN Volunteer: SRSG-VAC, **Proofreader & Editor (AR)**
July 2023 – Present

Translators without Borders, **Translator**
August 2021 – Present

TED Translators, **Subtitler & Transcriber**
September 2021 – Present

HOBBIES & INTERESTS

Aikido, Swimming, Camping, Taekwondo, Climbing, Documentaries, Comedy

[LinkedIn](#)

<https://blu0a.blog/>

+961 81 790156

reem.mostapha012@gmail.com

Lebanon, Sidon

EXPERIENCE

Flitto, **Localization Project Manager**

December 2022 – Present
Freelance – remote

Language Specialist

November 2019 – Present
Freelance – hybrid

I offer language services to multiple businesses and NGOs, including translation, subtitling, transcription, consecutive interpretation, editing, proofreading, SEO copywriting, website content writing, and localization.

My expertise lies in producing language-related work in the following fields: literature, marketing, business, entertainment, humanitarian, education, and more.

Al-Makassed Philanthropic Islamic Association, **Soft/Life Skills Trainer & Coordinator**

January 2023 – July 2023
Lebanon, Beirut & Beqaa

HOLR Magazine, **Writing Intern**

November 2022 – February 2023
Internship – remote

Al-Hayat International School (IB), **Activities Coordinator**

August 2021 – June 2022
Lebanon, Aramoun

Bee Skills Center, **Staff/Admin Assistant & Soft/Life Skills Trainer**

July 2018 – June 2020
Lebanon, Jadra

My Nationality is My Right Campaign, **Project Coordinator**

March 2019 – February 2020
Lebanon, Beirut

LANGUAGES

Arabic (*Native Proficiency*)

English (*Bilingual Proficiency*)

Interest in learning French and Spanish