Hiba Hussein

Address: Aley, Lebanon
Mobile: +96176651940
Email: Hibahuss92@gmail.com
LinkedIn: Hiba Hussein
Arts Portfolio: https://hibahusseinportfolio.weebly.com/

An English language and literature graduate, I work as a freelance translator and interpreter from Arabic to English and vice versa. I'm also a humanitarian professional with six years' paid and voluntary experience at various NGOs, social enterprises, and grassroot initiatives working in the relief, development, arts and cultural sectors.

EXPERIENCE

Seenaryo, Lebanon — *Office Manager (Freelance)*

January 2021 - PRESENT

Office Management, HR, Legals & Finance:

- Produce and update contracts, schedule reviews, follow up on employee Benefits and compensation
- Support on new hires
- cash and bank management
- Office logistics & asset management
- Liaise with accountant, lawyer and Ministries of Labour and Finance to follow all requirements
- Keep policies up to date

Grant Management:

- Prepare financial reports for key Lebanon funders
- Feed into applications and reports for Lebanon funders

Comms:

- Respond to email requests, manage contacts database, collate social media copy
- Keep photo and video archive up to date
- Translation

NaTakallam, Remotely — *Recruitment and Translation Associate (Part-time)*

January 2019 - PRESENT

Recruitment Front:

- Conducting first interviews with Conversation Partners (online language tutors) applicants and facilitating the recruitment process
- Recruitment of new translators and administering the translation test to them, as well as managing getting the test results assessed by NaTakallam's in-house copy editors.
- Researching potential candidates by reaching out to existing NGO partners
- Organizing and updating all the necessary information about candidates, Conversation Partners, and translators

Translation Front:

- Aiding in the overall management of NaTakallam's translation requests and jobs
- Outreaching to new translation/interpretation clients

SKILLS

Microsoft Word, Excel & PowerPoint
Google Suite Apps
Adobe Illustrator, Photoshop, Lightroom & Premiere

Training & Certificates

Human Rights and Conflict Resolution:

- **Conflict Resolution and Civil Society -** Center for World Religions Diplomacy and Conflict Resolution at George Mason University
- **Conflict Resolution, Outside the Siege -** Permanent Peace Movement, Lebanon & Un Ponte, Italy
- **Conflict Sensitivity -** HOPe - House of Peace
- **Summer School on Law and Armed Conflict -** Amel House of Human Rights & The Faculty of Law at Sagesse University
- **Youth Empowerment in Human Rights -** OHCHR & Nuon

Seenaryo, Remotely — *Translator & Editor (Freelancer)*

September 2018 - PRESENT

Translation from Arabic to English and vice versa of evaluation reports, job advertisements, training plans and guides, social media posts, brochures.

UCL/Relief Centre, Remotely — *Translator & Editor (Freelancer)*

December 2019 - PRESENT

- Translation of presentations, booklets, agendas, and surveys
- Transcription and translation of interviews and workshops

IYUNO Media Group, Remotely — *Translator (Freelancer)*

December 2018 - PRESENT

Subtitling from English to Arabic for series, TV shows and movies.

Catalytic Action, Remotely — *Translator (Freelancer)*

March 2020

Translation from English to Arabic of documents and website content for DeCID project.

Forum ZFD Lebanon, Lebanon — *Interpreter (Freelancer)*

March - July 2019

Interpretation from English to Arabic and vice versa at:

- One-day workshop around Creative Methods on 16 March.
- One-day Community Mobilization Exchange Meeting on 19 March.
- Three-days Conflict Transformation and Non-Violence Communication training on 28, 29 and 30 June.
- Two-days Social Entrepreneurship training on 10 and 11 July.

Théâtre National Wallonie-Bruxelles, Lebanon — *Translator & Editor (Freelancer)*

October 2018

Translation, timecoding and interpretation from Arabic to English and vice versa for the shooting of The Lingering Now, Our Odyssey Part II, a film and theatre show created and directed by Christiane Jatahy.

Karma Association, Lebanon — *Fundraising and Communications Officer (Part-time)*

December 2017 - August 2018

Projects with Freelancers — *Translator & Interpreter (Freelancer)*

- **August 2019**: Interpretation and translation from Arabic to English and vice versa of interviews for articles by Alicia Medina, a freelance journalist based in Lebanon for:
    - Equal Times
    - The New Arab
- **March 2018**: Translation from Arabic into English of Okno – The Window, a play

Organization for Peace Building

- **Transitional Justice -** Dawlaty
- **Citizenship, Gender, Cultural Diversity and Civil Society** - Citizenship League
- **Women's Participation in Peace and Security -** Center for Civil Society and Democracy

Project Management:

- **Food Security and Livelihoods -** Save the Children
- **MEAL & ODK -** Save the Children
- **Monitoring and Evaluation -** War Child Holland
- **Agriculture and Livelihoods** - Relief International
- **Advocacy through Policy Papers** – Center for Civil Society and Democracy

Arts and Culture:

- **Creative Writing by Milia Ayache -** Imagine Workshop and Concert Series
- **Creative Writing and Bookmaking -** Al Jana: Arab Resource Center for Popular Arts
- **Clay Sculpture Developing Art Skills in Clay -** Al Jana:

directed by Omar Jibaii and originally written in Polish by Ireneusz Iredyński.

- **January 2018**: Interpretation from Arabic into English and vice versa of Interviews for an article by Amanda Bailly, an independent journalist, and filmmaker.
- **July 2016**: Interpretation from Arabic into English and vice versa for interviews for an article by Tom Rollins, an independent Journalist for The New Humanitarian (formerly IRIN News).

ARCS Culture Solidali, Lebanon — *Interpreter (Freelancer)*

November - December 2017

- Interpretation from Arabic into English and vice versa for the "Breastfeeding in Emergency, Yoga Special Breathing and Relaxation Techniques in Pregnancy and with Traumatized People, Introduction to the Role of Doula and its Feasibility in Lebanon" Training by ARCS and AIDOS.
- Interpretation from English into Arabic and vice versa for the Post-Traumatic Reaction and SGVB Training by ARCS and AIDOS.

Jafra Foundation, Lebanon

Project Manager (Fulltime)

January - June 2017

- Remotely managing oral history, education, psychosocial support and WASH
- programs
- Designing proposals, concept notes and budgets in coordination with the Program Coordinator
- Attending and presenting the foundation in workshops and conferences
- Assisting the human resources manager in preparing and translating job descriptions, resumes, policies, letters of recommendation for the old employees and volunteers

Reporting Officer and Communications Manager Assistant (Fulltime)

November 2015 - December 2016

- Preparing bi-weekly and monthly reports for education, psychosocial support, livelihoods and WASH projects
- Developing drafts of proposals, concept notes and budgets in coordination with the Program Coordinator
- Developing internal reporting, work plans, needs assessments and M&E tools
- Providing technical assistance and training to the team on monitoring and data collection tools
- Attending and presenting the foundation in workshops and conferences
- Assisting the communications manager in developing and translating content for website, social media channels, and annual reports
- Assisting the human resources manager in preparing and translating job descriptions, resumes, policies, letters of recommendation for the old employees and volunteers

Basmeh & Zeitooneh for Relief and Development, Lebanon

August 2015 - October 2015

Arts and Cultural Center Coordinator Assistant and Librarian

February 2014 - September 2015

English Teacher

EDUCATION

Arab Resource Center for Popular Arts

- **Playwriting Workshop by Omar Jibaii -** Shams Association & Citizenship League
- **Media and Key Messages Training -** Nobel Women's Initiative
- **Clowning (Workshop and Performances) -** Clown Me In
- **Syrian History and Archaeology for the Next Generation -** University of Tsukuba in Japan
- **Oral History -** Dawlaty

Education:

Interactive Learning - Ettijahat.Independent Culture

Learning through Playing - Right to Play

Effective Behavior Management in Classrooms – Abeer Houri & Asmahan Saleh

LANGUAGES

Arabic – Native

English – Fluent

French – Basic

Beirut Arab University, Lebanon — *Bachelor of Arts - BA in English Language and Literature*

2011 - 2014

Beirut Arab University, Lebanon — *Minor Degree in Psychology*

2012 - 2014

VOLUNTEERING

Syrian Eyes — Volunteering Team

December 2014 – PRESENT

Project Development & Social Media Coordinator Assistant

Al Caravan - Translator

November 2018

Translation from Arabic into English of the final report of The Lingering Now project.

The Arena — *Theatre Laboratory*

February - August 2018

- Editing and translation of project concept note and applications
- Communication with theatre venues and actors

"As We Are" — *short film by Sari Mustafa*

February 2018

Subtitling Arabic into English

Children Under the Dark Rule of the "Islamic State" Organization - A Research Paper by Wasim Al Salti

January 2017

Translation from English into Arabic of articles published by The Independent and the HuffPost. These articles were among the other resources in "Children Under the Dark Rule of the "Islamic State" Organization" a Research Paper by Wasim Al Salti.

Jafra Refugees to Refugees Team, **Greece** — *Remotely*

August 2016 – June 2017

Concept note and applications writer, fundraiser, and communications & social media coordinator

Radio Arddi & Alternative Arabic Music - Remotely

September 2011 - December 2014

Music and social media coordinator