

JACQUES KIK

Arabic – English – French
Translator

✉ jacqueskik@gmail.com
☎ +1 330-881-8840
📍 OH, 44511

EDUCATION

Bachelor of Arts in Translation
Lebanese University – Beirut (2004 - 2008)

Master's degree in Translation
Lebanese University – Beirut (2008 - 2009)

Focus: Legal Terminology
GPA: 4.0

Bachelor of Arts in Theology
Catholic University of Lyon - France (2009-2013)

Graduate studies in Educational Management
USEK University – Lebanon (2014-2016)

LANGUAGES

Arabic (Levantine)
Mother tongue ●●●●●

Arabic Modern Standard
Native proficiency ●●●●●

English
Native proficiency ●●●●●

French
Native proficiency ●●●●●

Italian
B2 - Intermediate ●●●○○

German
A2 - Beginner ●●○○○

Syriac (Ancient Language)

PROFILE

Certified Translator - American Translators Association (#552352)

Passionate linguist and multicultural translator in various fields with over 18 years of experience in professional translation and a high capacity of maneuver between different cultures and languages.

SKILLS

- ❖ Fully immersed in all three cultures, having lived in the Middle East, France, and USA.
- ❖ Terminology specialist, able to create and adapt terms, especially for localization purposes.
- ❖ Detail-oriented translator and editor with a systemic approach.
- ❖ Upholding a strict confidentiality policy in all translation projects.
- ❖ Delivering the best quality within the shortest deadlines.
- ❖ Conveying the original meaning, flow, style, and cultural-specific characteristics of original documents.
- ❖ Satisfying customers' need for consistency when translating a single text in different combinations (Arabic – English – French).
- ❖ Research and analysis expert.

EXPERIENCE

- **INTERPRETER & TRANSLATOR**
 - **OPI & In-person interpreter**
 - Interpreting as a contractor with OPI platforms (Jeenie) and companies (Masterword; Cross-thread Solutions; LanguageLine, Vital Language Solutions, etc.)
 - **Legal translator for Abou Jaoude & Associates Law Firm, Jan 2018 – Present**
 - Partnership with Mr. Elie Korkmaz, Esquire, of the prestigious Abou Jaoude law firm, handling all legal translations (contracts, bylaws, Articles of Incorporation, proceedings, court documents, etc.)
 - **Freelance translator, Feb 2004 – Present**
 - Wide-ranging level of translation and localization expertise covering numerous fields including legal, banking, finance, educational (IEP's), medical, technological, political, engineering, literary, economic, journalistic, spiritual and media-related content in the form of documents, articles, brochures, books, transcripts, websites, CV's, company portfolios, etc.
 - Subtitling of movies, documentaries and series.

Professional ●●●●○

COMPUTER SKILLS

MS Office ●●●●●

Zoom ●●●●●

CAT tools ●●●●○

- **Dar Al-Handasah, Shair and Partners, Apr 2018 – Present**
- Coupled astounding time-management skills with research-backed translation of various confidential engineering and architectural projects, documents and contracts for a high profile international planning, design, management and consultancy company.

- **The Middle East Times International, Feb 2015 - Jun 2021**
- Fast turnaround translation of daily news as well as political and economic articles for both the website and the magazine.

● **TRANSLATOR AND RESEARCH CONSULTANT**

- **Strelka KB, Apr 2021 - May 2021**
- Translation of cultural-specific terms and expressions relevant to the Lebanese culture and conducting highly confidential research about the Beirut August 4 blast aimed at social media analysis and urban planning.

● **SCHOOL PRINCIPAL (K to 12)**

- **Lycée des Pères Antonins – Lebanon, Aug 2017 – Aug 2020**
- Prepared and obtained an accreditation for the school with the French Ministry of Education (École homologuée - AEFÉ), becoming one of the elite schools around the world recognized by the State of France as part of their own network of schools.

● **FRENCH LANGUAGE TESTS OFFICIAL JURY, Dec 2016 – Nov 2021**

- Official accreditation by the French Embassy as a jury member in correcting tests and examining candidates of DELF and DALF (French language test) for levels: A1, A2, B1, B2.

● **UNIVERSITY LANGUAGE INSTRUCTOR**

- **Université Antonine (UA) – Lebanon, Sep 2014 - Feb 2017**
- English language teacher for both Basic and Intermediate levels.
- French language teacher preparing students for official French language tests (DELF and DALF).



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