



## **PERSONAL DETAILS**

Name Hilda  
Surname Bebejian  
Date of Birth April 28, 1977  
Nationality Syrian  
Marital Status Married  
Email hilda.be28@gmail.com  
Phone: Mobile 5587 9392

## **EDUCATION**

- Diploma in Business Skills & Office Management, Pitman Training Centre Kuwait 2014
- Diploma in Efficient Communication, SEBC Training Centre Aleppo, Syria 2007
- Bachelor of Arts Degree in English Language & Literature, University of Aleppo / Faculty of Art & Humanities Aleppo, Syria 2000

## **EXPERIENCE**

### **ONE TONGUE Language Center**

*Language Instructor*

- Taught Modern Standard Arabic for non-native speakers

Kuwait 2015-2020

*Private tutor & Freelance translator*

- Taught English as a second language to Elementary school students
- Translated academic resources and prepared English language textbooks for a Saudi Arabian private school
- Translated medical researches for medical students in the faculty of medicine / University of Aleppo.
- Translated technical and business documents, web pages and news articles from English to Arabic for SMARTWAY Company

Kuwait 2010-2015

### **ISKEN Co. Printing & Packaging Company**

*Translator/Office Coordinator*

- Prepared and managed correspondence
- Maintained general filing system and filed all correspondences
- Translated business texts, catalogues, brochures and technical documents
- Performed other general office duties as required

Aleppo, Syria 2007-2010

### **SMARTWAY Co. for Computer Engineering & IT Solutions**

*Freelance Translator*

- Translated technical documents, business and financial papers/reports, internet articles and websites from English to Arabic

Aleppo, Syria 2005-2010

### **AI RABIE Publishing House**

*Freelance Translator*

- Translated children stories and cooking books from English to Arabic

Aleppo, Syria 2004-2005

*English Teacher*

- Taught English Language to Elementary and Secondary levels

Aleppo, Syria 2001-2004

## **LANGUAGES**

Arabic + Armenian (reading – writing – speaking) V. Good (Native)  
English (reading – writing – speaking) V. Good  
French (reading – writing – speaking) Fair

## **COMPUTER SKILLS**

Windows, Microsoft Office (Word, Excel, PowerPoint, Outlook, OneNote, InfoPath), Adobe Photoshop

## **HOBBIES & ACTIVITIES**

Reading Books, Music & Playing Piano, Cooking

Hilda Bebejian