

*C****urriculum*** *V****itae***

**Personal Information:**

**Name: Lauren**

**Email:** **lauren-394572@2freemail.com**

**Birth Date: 21/7/1994**

**Place of Birth: Libya - Misurata**

**Nationality: Syrian**

**Gender: Female**

**Educational Qualifications:**

**Faculty of English Literature Tishreen University**

1

**Other Qualifications and Professional Skills:**

* **Achieved a Course Completion Certificate at level (Intermediate A) in *The* *Higher Institute of Languages* at Tishreen University with an average76%in 2013.**
* **Achieved a Certificate of Appreciation for being an outstanding employee at ETC, which is an Educational Trust Center, in 2019.**
* **Worked at *Asda'a office* for translation specialized at media translating for 6 months.**
* **Worked as a secretary for 1 year.**
* **Completed the training program a conversation in English and passed the final project on: Skill 1 by 20 hours of training in accordance with the rules and regulations of the institute, and in accordance with the approved training program.**
* **Worked as a lecture organizer in a library for English Literature students for three years.**
* **Achieved an Advanced Administrative Skills Diploma consisting of the following modules: Presentation Skills, Excellence in Customer care, Meeting Management, Problem Solving, Negotiations Skills, Planning, Decision making, Priority Management and Organizing Workplace in 2014.**
* **Excellent at the listening, writing, speaking and reading skills in English.**
* **Perfect accent in English with a great ability to learn modern idioms or vocabulary.**
* **Have the ability to work and deal smartly with problems.**
* **Have the flexibility to deal with difficulties.**
* **Able to learn new languages quickly.**

**Languages:**

* **Arabic: Mother Tongue**
* **English: Excellent**
* **French: Very good**

2

3