

# Caroline Rizk

Baabda Louaizeh, near Evangelical School, Rizk Building, 4th floor

+961-3-039056 – [caroline@carolinerizk.com](mailto:caroline@carolinerizk.com)

## Profile

I have a solid experience in both the copywriting and translation fields. I am also an effective team player and a meticulous proofreader with a creative mindset.

## Work Skills

- Leading a team of editors, planning, organizing workflow, giving feedback to team members, listening and analyzing feedback.
- Setting a strategy for the team
- Conceptualizing and brainstorming on different campaigns and ideas, from the headline to the body text (be they corporate campaigns or more tactical ones, especially on the Azur account, a telecom company in Central Africa).
- Coming up with names to products, services, real estate projects as well as writing a rationale for those names and presenting them.
- Writing radio campaigns (radio spots, promotional spots and information to be used by Tanguy on Light FM during his morning show “La Bonne Humeur” for various clients, i.e.: Gia, Krikita, Clearblue, LifeScan, Théa...)
- Writing website content
- Proofreading and editing existing content.
- Writing of various public-info and press releases.
- Handling Administrative tasks.
- Handling Social Media Campaigns.
- Sworn Translator since 18/01/2016.

## Professional Experience

- **01-02-2018 – present:** Editorial Team Leader at Carma, news monitoring agency
- **23-05-2016 – 01-02-2018:** Editor and Quality Check Officer at Carma, news monitoring agency
- **03-02-2015 – 06-05-2016:** Translator at Jawhara Investment, consulting company
- **07-10-2010 – 31-01-2015:** French Copywriter at Lowe Pimo, advertising agency
- **05-2010 – 10-2010:** Terms revision for the Arabic dictionary « Mounjed » into English (Mme May El Haddad, email: [may.haddad@usj.edu.lb](mailto:may.haddad@usj.edu.lb))
- **2007 – present:** Freelance Translations and Copywriting (websites, brochures, articles, reports, book...)
- **10-2008 – 10-2010:** Writing articles for the online magazine ‘Ounousa’ for Arab women ([www.ounousa.com](http://www.ounousa.com), contact: Wassim Kari)
- **01-2008 – 07-2008:** Internship at the CEMAM (M. Christophe Varin, email: [cemam@usj.edu.lb](mailto:cemam@usj.edu.lb)).

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## Education:

- **2008-2010:** Masters in Translation; Université Saint-Joseph.
- **2009:** Teaching License (Licence d'enseignement); USJ.
- **2007- 2008:** BA in Living Languages – Option Translation; USJ.
- **2004-2005:** French Bacalaureate (Scientific, Biology Specialty); Grand-Lycée Franco – Libanais, Ashrafieh.

## Languages:

- **Arabic** (understood, read, written): very well
- **French** (understood, read, written): excellent
- **English** (understood, read, written): excellent
- **Spanish** (understood, read, written): good
- **Japanese** (understood, read, written): beginner

## Computer Skills:

- Microsoft Office (Excel, Word, Power Point, Access), SDL Trados, MacroMedia
- Dreamweaver, Photoshop
- Illustrator, InDesign, and Acrobat CS5 on Macintosh

## Activities:

### Scouting:

- Scout from 2004 to 2017 – Wolf Cubs Chief from 2008 to 2011
- Member of the Wolf Cubs branch team of Les Scouts du Liban from 2011 to 2015
- The team is responsible for the training and following-up of all the chiefs and assistants to wolf cubs on the national level.
- Member of the communications department of Les Scouts du Liban (Handling online campaigns on Facebook, Twitter, Instagram, Google+) from 2013 to 2017; (My tasks involved thinking about the yearly social media campaign (in copy and design terms), proofread posts related to branch teams...)

Book Club: Member since December 2012 – Leader: From May 2012 till February 2013

Organizing meetings, moderating discussions and following-up on the book reading progress with all the members.

Hobbies and Interests: Football, baking, reading, writing, painting, music.