

# ELISSA LATTOUF

CONFERENCE INTERPRETER AND TRANSLATOR

## WORK EXPERIENCE

### LECTURER

Université Paris III, Sorbonne Nouvelle, Paris - France | September 2021 - Present

Arabic grammar; Arabic communication; Translation

### TRANSLATOR & EDITOR

CARMA, Beirut | December 2021 - Present

Part-time editor: Read, translate and/or summarize given material by selectors, using specialized dictionaries and translation tools and proofread the final documents after translating them.

### TRANSLATOR AND INTERPRETER

Freelance | September 2014 - Present

- Translation and Interpretation: from and into English, Italian and Arabic and from French into the said languages.  
- Private tutoring: Italian and Arabic language courses

### TRANSLATOR

Marco Polo Council, Rome - Italy | October 2019 - August 2020

Translation of security analyses and confidential contents, mainly from French and English into Arabic, and from French into English.

### ADMINISTRATIVE OFFICER

Edulibano, Beirut - Lebanon | September 2014 - September 2018

- Administrative preparation of student trips to Italy and chaperoning during the linguistic in Italy, being also the students' interpreter.  
- Teaching Italian, organizing workshops and seminars and managing company's accounts on Facebook and Instagram.

### INTERPRETATION INTERNSHIP

Edulingua, San Severino Marche - Italy | August 2018

Interpretation assistance for students of various nationalities at the Italian Language and Culture Laboratory.

### TRANSLATION INTERNSHIP

STL, Leidschendam - The Netherlands | February 2017 - May 2017

Legal translation, referencing, terminology, post-production and document alignment tasks in Arabic, French and English. Sight translation and silent booth interpretation (ENG/FR <> AR).

## Education

### PH.D. IN TRANSLATION STUDIES

INALCO & ISIT, Paris - France | October 2021 - Present

### M.A. IN CONFERENCE INTERPRETATION

Università degli Studi Internazionali, Rome - Italy | 2017 - 2019

### B.A. IN TRANSLATION AND INTERPRETATION

Notre Dame University, Zouk Mosbeh - Lebanon | 2014 - 2016






## Contact

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## Skills







### Languages

Arabic   
Italian   
English   
French   
Spanish 

### Computer Skills

Microsoft Office   
SDL Trados   
LaTeX   
Windows and OS X   
Networks   
HTML 

### Soft Skills

Written   
Communication   
Oral   
Communication   
Leadership   
Team Work 

## Certificates and Seminars

- ✓ **SIOI Counterterrorism Course**
- ✓ **Legal Translation in International Tribunals**
- ✓ **SDL Post-Editing**
- ✓ **Udemy Project Management**

## Additional Education

- ⚡ **Completed 3 years of a 5-year degree in Computer and Communication Engineering**