

JOELLE SABELLA

+9613966743 E MAIL: joellesabella@yahoo.com

Summary:

- Lebanese, born in 1976.
- Fluently speak and write: Arabic- French- English and Spanish.
- 17 years of professional experience in translation, interpretation, journalism, and fund raising
- 6 years of international experience in the field (Central African Republic-Western Sahara-D.R.Congo).
- Experience in preparing and developing communication strategies, PR materials, budgets, fundraising proposals, reports, etc.
- Experience in translating highly technical documents in Arabic, French and English
- Experience in donor relations and media relations
- Computing skills in: Word- Excel- Power Point- Photoshop

1- Preferred field of work:

Journalism, communication and translation.

2- Education:

- a. From 24-01-05 to 9-12-07: MBA.
Robert Kennedy College- Zurich- Switzerland
- b. 01-10-97 to 30-06-99: Diplôme en interprétation (equivalent of MA in interpretation)
Saint Joseph University- Beirut- Lebanon
- c. 01-10-94 to 30-06-97: Licence en langues vivantes-option traduction (equivalent of BA in languages)
Saint Joseph University- Beirut- Lebanon
- d. 01-10-93 to 30-06-94: French Baccalaureate.
Notre-Dame de Jamhour- Mount-Lebanon- Lebanon

3- Training :

- a. EU Procurement rules by the European Commission in Beirut- Lebanon (April 08)
- b. 2007 International Fundraising Conference in Noordwijkerhout- The Netherlands (October 07)
- c. EU Procurement by the Lebanese Ministry of Administrative Reform in Beirut- Lebanon (May 07)
- d. Practicing journalism in conflict areas by Fondation Hirondelle in Kisangani- DRC (September 03)
- e. Training Program on UN procurement by the United Nations in Kinshasa- DRC (November 01)

4- Professional experience :

- a. From 15-10-2008 till now: **legal translator** (working remotely)
 - **Baker & McKenzie Legal Office (American law firm)**- Riyadh- KSA
 - Duties include: translation of legal documents mainly in English and Arabic
- b. From 04-10-06 till 15-11-2008: **Communication and P.R. Officer**
 - **Economic and Social Fund for Development/ Council for Development and Reconstruction** - Beirut- Lebanon (E.U. funded)
 - Duties include:
 - Planning and implementing a systematic visibility and information campaign for the EU
 - Ensuring wide and well-targeted dissemination of information materials produced
 - Developing a fund-raising strategy to mobilize resources for poverty alleviation in Lebanon
- c. From 01-09-05 to 31-08-06: **Free-lance translator, editor and copywriter**
 - Beirut-Lebanon
- d. From 07-02-2001 to 31-07-05: **Public Information Officer**
 - **United Nations (MONUC)**- Bukavu and Kinshasa- DR Congo.
 - Duties include:

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- Producing the UN Newsletter in French and English, on a weekly basis.
 - Writing press releases, internal reports and analyses on humanitarian and political issues
 - Public outreach with local communities to explain UN mandate and work
- e. From 1-1-2000 to 6-2- 2001: **Logistics Specialist**
- **United Nations (MINURSO)** - Western Sahara- Morocco.
 - Organizing the movement of passengers and cargo traveling on board UN aircrafts:
- f. From 1-7-1999 to 31-12-1999: **Interpreter**
- **United Nations (MINURCA)** in the Central African Republic.
 - Interpret during meetings, briefings and official presentations for UN staff, ambassadors & donors
 - Translate UN documents.
- g. Between 1-7-1995 and 30-6-1999: different jobs as a **free-lancer** in Lebanon:
- Reporter for different magazines (Revue du Liban- Masculin- Chronique...).