

Ms. Barhria CHAIBI

Coopérative Zighout Youcef N°30

Bir El Djir- Oran 31024/Algeria

Mobile: **0674383824 (WatsApp/Teleg)**

Contact1 : chaibibahria@yahoo.com

Contact2 : nanunanos@gmail.com

Senior Trilingual Writer-author, Researcher & Meteorologist Contribute to improving a Communication

Skills

- Writing & Technical writing
- Translation
- Web Developer
- Web content manager
- Meteorology
- Document Controller
- Research
- Sales reporting
- Operation management
- Sales order creation
- Digital marketing
- Data analysis
- Order processing
- Marketing and sales strategies
- Salesforce CRM
- Sales training
- Marketing campaign management
- Relationship Management
- Retail marketing
- Competitive and trend analysis
- Brand-building strategies

EDUCATION

- **1995-1999** [BachelorDegree] Graduate Applied Licence in English Studies
- Coursework in [\[Area of expertise\]](#) Technical English for Translation & Technical Writing
- Academic Achievement Award : I chose for my end-of-studies Thesis : The Mechanism of Translation.
I'm The first person to introduce an algorithm: Physic Sciences & Mathematics into language lessons (purely literary).
- **1993~1995** Aero-Club- Pilot Training– Es Senia Airport. I was a Pilot trainer for two years.
I got QRR Certificate (Communication: Radio Qualification)
- **1988 & 1992** ILM – Private Institute of computer sciences
 - Certificate of Computer Sciences
- **1988-1991** [Superior Technician or Application Engineer] Graduate
- Coursework in [\[Area of expertise\]](#) Atmospheric Sciences & Meteorology
 - [\[Type\]](#) Academic Achievement Award :

- I realized the study of a series of rainfall data collected at the Dar El Beida station (Algiers)
- Statistic study of Observations' data: Series of Precipitations". I made a research on pollution and its impact on the city and what solutions can be envisaged to remedy it.
- **1986-1988** [Common Core] Non-Graduate Exact Sciences Foundation Oran University DZ
- Coursework in [\[Area of expertise\]](#) [Applied Mathematics & Applied Physics](#)
- [\[Type\]](#) Academic Achievement Award :Economy, Mathematics & Industrial Drawing Modules
- 1986~ GED Hammou Boutlélis High School**
 - Baccalaureate's College Degree - Series Sciences: & Drawing Certificate.

Professional Experience

Freelance Business Documentary Script/Infotrum LLC-Wyoming, USA **March 2024 to Present**

- Reviewed and assessed stories and other material for several productions.
 - Conducted in-depth consultations with clients to determine information required within text and target audience.
 - Created and developed ideas and themes for plays, musicals, screen productions and multimedia projects.
- Carried out research on time periods, places and other relevant matters to create stories as accurate as possible

Freelance Script writer/HostingTheUS-Greater Toronto Area, ON **November 2023 to March2024**

I started by a story of the continued bear attacks on humans then I'll write the scenario for cartoon. I wanted to raise the problem of continued bear attacks on humans and other interesting stories will follow, depending on the Canadians actuality.

Web Content Writer/IAP WorldWide Services-Quebec City, QC **August 2023 to Nov23**

- Examined website analytics on [\[Timeframe\]](#) basis, providing recommendations for improvements.
- Managed client and internal projects, appropriately assigning team responsibilities according to individual strengths.
- Provided detailed reports on team and system performance for senior management on [\[Timeframe\]](#) basis.
- Worked collaboratively with IT team members to establish effective security processes and procedures.

Freelance Science Writer/IAP WorldWide Services-Edmonton, AB **July 2023 to August23**

- Writing Science articles or copywriting.

Freelance Project Translator/TELUS International-Toronto, ON **April 2023 to July23**

- **Project Translation**

The project is in novel form entitled:"The Adventures of Huckleberry Finn.by Mark Twain, the project contains more than 200 pages which must be corrected because it

was written in old English then will be translated from English to Arabic & from English to Spanish only in 4 days for the ten first pages.

Freelance Content Writer, Copywriter and Editor/IAP WorldWide Services-New York, NY

November 2022 to April 2023

- Copywriting & Editing.
- Writing & editing Scientific articles in several domain (Medical, technologies, etc.) Technical Writing in different domain such as: Medical, Economical, IT, Environmental,

Freelance Author-Editor/Lambert Editions-London

May 2022 to Nov 2022

- I'm Researcher in Food Sciences and my next book will be based on the diet of our prophet Muhamad (PBUH) in order to avoid any disease and live longer within being younger. (Live long and stay young).

Deputy Director/CFOOD (Agri-Food Distributor for Snacks, Fast Food, Restaurants, Snacks, etc.)-Oran, Algeria

March 2015 to November 2017

1. Managing (Administration and all commercial operations within checking warehouse and both coldrooms (negative & positive)) 2. Managing all commercial operations (sales, purchases) 3. Finance: maintain the budget so as not to make credits 4. Keep inventory up to date 5. Marketing: Creation of website, photograph all products to mount them on site within content creation.

Author-Writer /Edilivre, TheBookEdition, Bookelis-Paris (75)

August 2008 to October 2017

All books are edited by www.edilivre.com (Loves and Passions; Democracy or Modecracy; Algeria, a flower...; Gaza: Palestinian Holocaust; Gaza: After Palestinian Holocaust; Quotes (Volume 1) in 3 languages; How to be? In 3 languages (Arabic, French and English); between Liberties and Stakes; the fall of the dictators; Arab Spring, press for truth; Little Thoughts of Oranie, When the end of the world? Islam answers (in both of languages French & English) and Quotes (Volume 2) & Quotes (Volume 3) in 3 languages; The Fall of the Economic Dictatorship edited by www.bookelis.com and at www.thebookedition.com Islam, a well-being (Research based on the Noble Quran and Sunna).

Manager (Professional woman) ITRANS/ Internet Advertisement Agency-Oran, Algeria
July 2002 to May 2007

Content Web Manager

- Managing (Administration, Purchasing operations, Marketing)
- Offer of services (Graphic design, logo and conception of bulletins, magazines).
- Marketing documents: Creation of manuals or brochures within its translation.
- Professional contact.
- Websites Creation: itrans and petitkaid

Administration and Commercial manager/Le Petit Kaïd-Hassi-Ameur

February 2004 to November 2004

- Prepare the plant project launching
- responsible for selecting and recruiting personnel's plant
- coordinate and negotiate with China's plant, implement national policy for the marketing.
- Register the Chinese workers with the gendarmerie and ensure their safety.
- Write a business Manual for the company to show its products.

Saleswoman then manager/Family Clothing Store-Oran, Algeria

June 1981 to August 2002

Part time• Customer's relationship, commercial action (sales, arrangement etc....), commercial follow-up, invoicing follow-up

**Commercial executive/MONDIAL FORAGE (Import-Export company-Oran, Algeria
March 2000 to June 2001**

- **Document Controller**
- Make brochure for the company within translation into three languages•
Contact different companies local and foreign and negotiate when necessary.

**Technical Assistant / Interpreter & Translator/ASMIDAL - AMMONIAC COMPLEX
(Supplying Department)-Oran, Algeria
September 1998 to May 1999**

- Translation and Interpretation, warehouse operations (management of warehouse stocks)
- Making reports and checking investment.

**Site Manager Technical Secretary (Translator/Interpreter/JURONG ENGINEERING
LIMITED (JEL)-Bethioua, Oran
February 1997 to April 1998**

- Document Controller
- Full assistance to Administration work• Full assistance to Technical work as Instrumentation, Mechanical and Electrical.
- Attended meeting and write down the Minutes of Meeting as per agenda.
- Translation and interpretation, preparing reports and negotiation with subcontractors.

**Secretary /Management AccountPULLMAN KELLOGG-arzew, Oran
August 1994 to August 1995**

- Preparing contracts.
- Account responsible of manpower and equipment supplier's contracts
- Meteorologist (Making Daily Report of Weather Forecast within its translation for the shipping department).

**Exploitation Superior Technician/TAMANRASSET METEOROLOGICAL ORGANISATION-
Tamanrasset, Algeria
October 1991 to September 1994**

- Making programs using different software using Satellites images NOAA / METEOSAT and Automatic Stations
- Making weekly and monthly meteorological bulletin reports within weather Observation and updating data of Climatology and weather forecasts

Picking up every day temperatures and humidity and keep the recorders running

**Assistante Bénévole (Professeure) en cours de Français &
d'Anglais/Maison de Jeunes-Oran, MO
September 1992 to September 1993**

Donner des cours de Français & d'Anglais aux lycéens préparant leur BAC et des cours de Français aux étudiants à la FAC en (Première Année).

Overview

Senior Script Writer open to any opportunity for creation and inspiration towards other horizons , very passionate about writing, translating & Meteorology.Willing to relocate anywhere.

- As a Meteorologist, I completed my research on estimating vegetation cover in arid regions and sub arid regions. Study of a series of rainfall data collected and analyzed at the Dar El Beida station(Algiers).
- As Translator- Technical secretary, I found a method of Translation, which is why I chose for my end-of-studies thesis: The mechanism of translation.
- As Superior Commercial Executive in the company that represented an International company in Algeria, I was interpreting and negotiate as well as possible for whom I offered them a brochure for the company in order to get their project off to a good start. I learned also concepts and techniques of Technical writing.
- As Deputy Director, I maintained the budget so as to not make the credits, I kept the inventory up to date then I created the website.
- As Freelance writer-author & researcher, I got an experience to edit my books by my own for more than ten years, where I got experience in proofreading and correcting. I had the opportunity to demonstrate my talents in writing into three languages in several themes.