

Bahiya CHAIEB

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EDUCATION

The Higher Institute of Human Sciences of Tunis

Master Degree in English and International Relations.

The Higher Institute of Human Sciences of Tunis

National Diploma in English Language, Literature, and Civilization.

Bordj-Cédria High school, Ben Arous

Bachelor Degree; Concentration: Literature, **2010.**

PROFESSIONAL EXPERIENCE

**Freelance Translator/Reporter-
2015-2018:**

- The Tunisian Observatory Of Economy
- The Tunisian Forum for Economic and Social Rights
- Nasr Art Production

❖ **Translator:**

- Read through original material and rewrite it in the target language, ensuring that the meaning of the source text is retained;
- Use specialist dictionaries and reference books to find the closest equivalents for terminology and words used;
- Proof read and edit final translated versions;
- Follow various translation-quality standards to ensure legal and ethical obligations to the customer.

❖ **Reporter:**

- Collecting, verifying and analyzing thoroughly information;
- Gathers and verifies factual information regarding story through interview, observation, and research;
- Assemble findings into a stable story;
- Contact, interview and research sources.

**English Teacher and Theatre
Coach-2016/2017:**

- City School
- Freelance

❖ **English Teacher:**

- Planning, preparing and delivering lessons;
- Preparing teaching materials;
- Helping pupils improve their listening, speaking, reading and writing skills via individual and group sessions;
- Checking and assessing pupils' work;
- Organizing and running specialist courses;
- Attending social events.

❖ **Theater coach:**

- Adapts course of study and training methods to meet students' needs and abilities;
- Producing and directing plays for school and public performances;
- Assessing, recording and reporting on development, progress and attainment;
- Assigns nonperforming students to backstage production tasks, such as constructing, painting, moving scenery, operating stage light, and sound equipment.

TRAININGS

**Moving MENA-November
Berlin, 2016:**

Goethe Institut

Maxim Gorki Theater

- Training in dramaturgy and acting;
- Introduction to the management of a theatre club;
- Introduction to intercultural theatre.

Graduation internship -May 2015: La Presse	<ul style="list-style-type: none"> - Getting acquainted with journalism methodology; - Writing professional articles (on Cultural diplomacy, education, pollution, poverty, etc.) - Translating articles from The Financial Times (From English to French)
KulturAkademie- March 2015: The Goethe-Institut	<ul style="list-style-type: none"> - Basics of Cultural Management; - Cultural policy; - Communication and marketing; - Audience Development - Budgeting; - Fundraising.
Study Tour- October- 2015: Goethe Institut; Cultural Management in Germany.	Interviews, discussions, and ideas laboratory on: <ul style="list-style-type: none"> - The historical importance of cultural festivals; - Art and culture before and after the communist dictatorship; - Migration; - Cultural activities funding; - Audience development.

VOLUNTEER WORK

Tunisian Federation of Film Societies-2013-2015: Vice President of the “Ciné-Club de Tunis”, Tunisian Federation of Film Societies (FTCC).	<ul style="list-style-type: none"> - Preparing and leading debates; - Writing articles, suggesting themes and planning cinema cycles; - Member of the organization team of the Cinema Peace Festival “Cinéma de la Paix ?” and FIFAK (International Festival of Amateur Film of Kelibia): Responsible for communication and promotion of the festival in radios and social networks and writing articles for the daily journal of the festival.
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SKILLS

- Innovation
- Adaptability
- Planification and Organization
- Interpersonal Skills and Communication
- Data analysis and problem solving skills

LANGUAGES

- **German:** Basic, beginner
- **Arabic :** Native speaker.
- **English :** Fluent, written and spoken.
- **French :** Fluent, written and spoken.

COMPUTER SKILLS

Word, Excel, PowerPoint.

INTERESTS

Reading, writing, acting, watching movies and documentary films, and dancing.