

Rita Korkomaz

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QUALIFICATIONS

- Excellent understanding of cultural diversity and multicultural issues, and ability to effectively communicate and interact with individuals from various cultural backgrounds.
- Ability to approach sensitive cultural issues with empathy, understanding, professionalism and confidentiality
- Experience in roles related to multicultural affairs, diversity and inclusion, community outreach, or human services.
- Strong communication skills to effectively convey information and build relationships with diverse groups.
- Proficiency in English, French and Arabic
- Good knowledge of Microsoft Office (Microsoft Word, MS PowerPoint...) and Google Suite.

WORK EXPERIENCE

Translator, Interpreter, Liaison Officer, Visa Assistant and Assistance-to-Nationals (ATN) staff

Embassy of the Republic of the Philippines in Lebanon
Beirut – Lebanon

February 2023 – April 2024
November 2017 - April 2022
August 2013 - September 2016

- Provide information and assistance with regards to Embassy services and visa applications to non-English speakers either by phone, by mail or in person
- Provide interpretation in the appropriate language (Arabic/English) in different situations such as official Embassy meetings and events, in-person appointments between consular staff and clients regarding visa applications, during court hearings, investigations, repatriations and other daily activities involving Embassy staff and Filipino nationals while maintaining client confidentiality
- Contact suppliers, government officials and other Embassy contacts for inquiries and follow-ups for different events, workshops, and cases involving Filipino nationals
- Participate in the visa application process from reviewing incoming applications by mail and accompanying documents to identifying any incomplete applications, irregular information or missing documents as well as assisting during the interview process
- Translate from Arabic to English, or English to Arabic (and occasionally French), all documents referred by the Embassy and input all translations into the assigned work computer provided by the Embassy for documentation and record purposes.
- Log all translated documents, meeting minutes, visas issued and reports into the Embassy database and ensure proper routing and transmittal to appropriate recipients.

Elected Member of the Municipality of Jouret Termos

Beirut - Lebanon

2016 - 2024

- The Secretary of the municipal council
- Member of the Festivals Committee and the Informatics Committee

Sworn Translator

Beirut - Lebanon

2015 - 2024

- Freelance translation

Teacher

AVSI Foundation (Freelance)

2016 - 2017

Beirut - Lebanon

- Teaching basic French and English to preschool and elementary aged refugees.
- Preparing lesson plans and activities related to each of the foundation's projects.

Translator and Editor

2012- 2013

Zenit News Agency - Italy (Freelance)

Beirut – Lebanon

- Translating articles from English, French and Italian into Arabic
- Drafting articles in Arabic.

Subtitling

2011 - 2012

SDI Media and Screens International (Freelance)

Beirut - Lebanon

- Translation of documentaries for National Geographic Channel, Reality Zone, Animal planet, etc.

EDUCATION

Professional Master in Translation – General and Specialized Translation (not completed)

2013

Lebanese University – Languages and Translation Center

BA in Modern Languages and Translation - Canadian Equivalency (WES)

2011

Université Saint-Esprit de Kaslik – Faculté des lettres

TRAININGS

Security and Emergency Briefing

2024

Atlas Assistance

Beirut - Lebanon

Online Seminar on Gender Awareness

2024

Embassy of the Republic of the Philippines in Lebanon

Online

Training course on Gender Sensitivity

2021

Department of Foreign Affairs - Department's Learning Management System

Online course

Seminar on Trafficking in Persons and Illegal Recruitment

2018

Embassy of the Republic of the Philippines in Lebanon with Caritas Lebanon

Beirut – Lebanon

Training on Understanding and Preventing Violence Against Women

2015

Caritas Lebanon Migrants Center

Beirut – Lebanon

Training on Gender sensitivity and Violence Against Women

2014

The Department of Foreign Affairs - Philippines

Beirut – Lebanon

Training on Psychosocial Approach to dealing with Migrant Workers

2014

Embassy of the Republic of the Philippines in Lebanon with the International Organization of Migration (IOM)

Beirut – Lebanon

Basic First Aid Training	2014
<i>Lebanese Red Cross in Beirut</i>	
Beirut – Lebanon	
Training on Anti-trafficking and Victim Protection	2014
<i>Embassy of the Republic of the Philippines in Lebanon and the International Organization of Migration (IOM)</i>	
Beirut – Lebanon	
Training on Gender Sensitivity in Handling Cases of Women Victims of Violence	2013
<i>Embassy of the Republic of the Philippines in Lebanon and KAFA Enough Violence and Exploitation</i>	
Beirut - Lebanon	