

RYM TERBECHÉ-ZERDOUMI

QUALIFICATIONS PROFILE

Seasoned education and media expert with significant strengths in public relations, program management, and language instruction seeking to contribute toward organizational objectives in a challenging role.

- ◆ **Media/Public Relations:** Strong understanding of business processes, content management, on-air program coordination, and production. Excellent conflict management abilities; maintain calm and professional attitude during extreme situations. Talent for analyzing and summarizing new information, writing international news stories, and conducting phone interviews.
 - ◆ **Communications:** Outstanding communication, presentation, and interpersonal skills; effectively interface with team members and clients to collaborate on issues and define strategies. Skilled at writing script and disseminating information for broadcast and print.
 - ◆ **Operations Management:** Develop, plan, and coordinate various communications programs. Successfully interact with customers to establish credibility and build rapport. Proficient at identifying potential problems and offering solutions to ensure successful project completion. Capacity to effectively deal with tight deadlines within fast paced environments.
 - ◆ **Key Strengths:** Highly articulate and detail oriented. Solid analytical skills with a dedication to continually streamlining and improving work processes while reducing costs. Strong command of Arabic, French, English, and Italian. Technical proficiencies include MS Word, Open Office, and Lodgis software.
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PROFESSIONAL EXPERIENCE

URBAN LIVING REAL ESTATE AGENCY – New York, New York

2004 to Present

Real Estate Agent

Provide outstanding customer service for this e-business real estate organization. Accountable for following up daily with e-clients through various venues including telephone, fax, and email. Coordinate task schedules pertaining to team and ensure excellent communication and direction to facilitate project completion. Interface with clients; address inquiries, assess needs, and quickly resolve issues.

Key Achievements:

- Increased number of Italian clients from 10% to 20% by developing targeted templates in Italian.
- Streamlined efficiencies by organizing database in a manner that saved time and enhanced operations.
- Efficiently managed clients who spoke French and Italian; command of languages facilitated transactions without experiencing language obstacles.

ALGERIAN RADIO – Algiers, Algeria

2001 to 2004

Senior Journalist/Chief Editor

Directed, produced, and presented cultural and social program in French and English. Interacted with guests on live show that aired weekly. Organized equipment and radio supplies. Managed and coordinated activities of 10 radio crew members; established schedules and ensured smooth program operation.

Key Achievements:

- Selected to serve as Head of Music Programs within the radio for a 6-month period.
- Successfully covered international news events including political summits, UN general assemblies, and top official visits.
- Consistently completed assignments within established time constraints.

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RADIO ALGIERS INTERNATIONAL – Algiers, Algeria

1993 to 2001

News Presenter

Managed news dispatches, coordinated information, verified sources, and wrote news stories; accountable for African and Middle-Eastern topical issues. Presented daily news broadcasts in English and weekly international press reviews within the English service of the international radio.

TEACHING EXPERIENCE

ZONI LANGUAGE CENTERS – New York, New York

2004

ESL Teacher

Taught English Grammar and Conversation to beginner and advanced classes with up to 20 students. Conducted research to prepare and develop lesson plans; ensured maintenance of established curriculum. Implemented various teaching methodologies to enhance the learning environment. Interacted extensively with students to ensure comprehension and assist with individual learning issues.

SONATRACH LANGUAGE CENTER – Algiers, Algeria

1993 to 2004

Professor, French & English

Instructed three groups comprised of 20 corporate executives annually for this leading oil company's language center designed for executive development. Taught various topics including General English, Business English, English Conversation, Advanced French, and Business French; aided in preparation for TOEFL and FCE tests. Designed and implemented lesson plans that facilitated comprehension and retention of subject material.

FREELANCE/CONSULTING – Algiers, Algeria

1995 to 2004

Translator/Interpreter/Consultant

Contracted by several organizations to provide French-English and English-French translation of documents, reports, brochures, catalogues, and flyers. Translated scripts and voice-overs in English to television and radio documentaries and video advertising programs. Provided English-French-Arabic interpretation for Rubicube Communications and Publishing Company during negotiations with foreign partners.

EDUCATION AND CREDENTIALS

Master's degree in Liberal Studies at CUNY Graduate Center, New York

Bachelor of Arts in Human Sciences/English; Major in American literature & Civilization

University of Algiers – Algiers

Professional Development

United Nations DPI Training Program for Broadcasters ~ Media Workshop ~ Radio France International Training Program ~ International Journalism Graduate Program ~ Jemstone Program for Middle East Journalists
~ Office Tools ~ Graduate Studies

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