

YAZAN QUANDOUR

ARABIC AND ENGLISH TRANSLATOR,
COPYWRITER, EDITOR, AND
CONSECUTIVE INTERPRETER

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Qatar

ABOUT ME

Accomplished language services professional with diverse experience across various disciplines of the field spanning over 15 years of excellence.

WEBSITES & SOCIAL LINKS

LinkedIn:

<https://www.linkedin.com/in/yazan-quandour-34a43045/>

EDUCATION

BACHELOR OF ARTS

Al-Zaytoonah University of Jordan, Amman
2003

Bachelor of Arts in English Language and Translation, with Honors

WORK EXPERIENCE

COPYWRITER AND EDITOR | QNB | Doha | Sep 2014 - Jul 2020

Editor and Copywriter at Qatar National Bank Q.P.S.C (QNB). I handled all translation and copywriting work and provide approvals before publishing any print material, advertising, scripts, and reports. I was also tasked specialized in writing and publishing press releases, reports, and any document required for the promotion of the bank's operations and activities, including CSR initiatives.

TRANSLATOR | Al Jazeera Center for Studies | Doha | Apr 2014 - May 2014

Handled all translation and preparation works for the 8th Al Jazeera Forum: "Change in the Arab World: Where to?" Worked as part of the documentation team during the forum itself, ensuring the almost simultaneous documentation of all forum proceedings and relaying to worldwide media.

TRANSLATOR | QMDI | Doha | Feb 2014 - Jun 2014

Handled all translation works for the Second Arab Water Conference, working hand-in-hand with the Qatari General Water and Electricity Corporation (Kahramaa) and the Qatar MICE Development Institute (QMDI) to ensure the timely preparation and translation of documentation between the Arabic and English languages.

EDITOR | MEBS | Doha | Feb 2012 - Jan 2014

Editor at the Middle East Business Solutions (MEBS) company in Qatar; editing the work of translators prior to release to customers.

TRANSLATOR | MEBS | Doha | Jun 2010 - Feb 2012

Translator at the Middle East Business Solutions (MEBS) company in Qatar, translating various office documents between the Arabic and English languages. Started as Basic Translator, then promoted to Journeyman Translator, then to Senior Translator, by means of the latter I was able to release my translations without needing review by the editorial board.

CONSECUTIVE INTERPRETER | AVP | Amman | Jan 2010 - Feb 2010

Interpreter in Alternatives to Violence (AVP) workshops organized in Jordan by AVP International in cooperation with International Relief and Development (IRD).

SKILLS

Translation

Editing

Copywriting

Speech writing

Bilingual in English and Arabic

Consecutive Interpretation

Excellent communication

CAT Tools

Domestic and International Experience

Computer Proficient

Quick learner

Effective team player

LINGUISTIC SPECIALIST | *Ag-IP News | Amman | Nov 2009 - Dec 2009*

My duties in Ag-IP News, the news agency of the Talal Abu Ghazaleh Organization, included checking all the outgoing messages from the entire organization, in addition to translating press releases and interviews for release on our news websites and serving as webmaster of the Tagorg-theinstitution.com website. Duties also include updating the website immediately with any breaking/new news that I come across pertaining to the organization and its Chairman, Mr. Talal Abu Ghazaleh. I also assumed the duty of representing the organization in any new seminars, sessions, forums, or social events of any type or form which bear relevance to our organization and its chairman, in order to write complete press releases. Furthermore, the work also included communicating with top governmental officials and agencies, in addition to key figures in order to substantiate the news articles released from our agency and organizing the organization's online presence on the various social media networks.

TRANSLATOR | *Talal Abu Ghazaleh Translation | Amman | Oct 2009 - Nov 2009*

Translated various documents of all types between the Arabic and English languages.

CONSECUTIVE INTERPRETER | *US Embassy in Jordan | Harper's Ferry, WV | Jun 2008 - Jun 2008*

Went to the United States of America as part of an interpretation delegation sent by the Embassy of the United States in Amman, Jordan to the Department of Homeland Security, Immigration, and Border Protection's training academy in Virginia. Upon arrival commenced interpretation of hazardous material (HAZMAT) course from the English Language provided by 3 officers of the Department of Homeland Security, led by Mr. Woodrow "Chuck" Westerfield, to Arabic for 20 officers of the Jordanian Border and Customs Department, Public Security Directorate, and Jordanian Army, with the assistance of 2 fellow interpreters. I was considered to have taken the above course and actually sat in for the exam, for which I have been granted a "HAZMAT Specialist" certificate.

LEGAL EDITOR | *TAGLegal | Amman | Feb 2008 - Oct 2009*

Assumed the position of Editor in Talal Abu Ghazaleh Legal (TAGLegal), the legal branch of the Talal Abu Ghazaleh Organization. My duties included editing all correspondence between attorneys and clients or associates, checking them for mistakes or shortcomings and affirming that they meet expectations and conform to the organization's quality standards. Duties also included communication with various media outlets and professionals as well as assistance with the firm's online representation (via social media and website).

SUBTITLER | *Arab Media | Amman | Jun 2007 - Jan 2008*

I was required to subtitle movies and television series using special subtitling software.

SUBTITLER AND LEGAL TRANSLATOR | *Rosetta International | Amman | Apr 2006 - May 2007*

Worked as a Subtitler in the Rosetta International TV production company, where I was required to subtitle movies and television series via a special program in addition to translating various documents for external clients. Later assumed

translation of legal documents after proving a degree of prowess in legal translation, thus entailing becoming a sworn translator and notarizing my translations at the Notary Public's office.

LINGUIST | *QIT* | *Doha* | *Jan 2005 - Jul 2005*

Occupied the position of Linguist in an American Combined Media Processing Center (CMPC) as part of the gisting staff supplied by contractor company Qatar International Trading (QIT), where I was required by my post to gist various documents in the Arabic language giving the important information in the English language. I was later assigned to the Full Translation Team, where, as a fully-fledged translator I was to fully transcribe Arabic documents of critical importance to the English language producing exact computer carbon copies of the Arabic source files. I was later promoted to the post of Assistant Team Trainer of the latter team and was given the extra task of offering assistance and advice to all translators on the team and, should my services be required, to translators on any other team.

LANGUAGE ASSISTANT (LA) | *JIPTC* | *Al Maaqqar, Jordan* | *Jan 2004 - Jan 2005*

Worked as a Language Assistant (LA) in the Jordanian International Police Training Center (JIPTC) as part of the translation staff sent by the contractor company Triserv (Part of the Shahin Business and Investment Group). I provided on-site interpretation from the English to the Arabic language and vice versa between 2 International Police Instructors and approximately 40 Iraqi police cadets per classroom maintaining a smooth flow of instruction in policing issues, International Criminal Law and Iraqi legal education.

LEGAL TRANSLATOR

| *Muhammad Yahya Matoukh & Samir Hanash Habakh, Attorneys at Law* | *Amman*
| *Jul 2003 - Aug 2003*

Translated the Jordanian Labor Law and its Amendments for the year 2003 to the English language for publication, working in this endeavor for the law firm of Attorneys Muhammad Yahya Matoukh and Samir Hanash Habakh.