Curriculum vitae

PERSONAL INFORMATION

EMAN MATRMAWI

Al Bateen, - Abu Dhabi (United Arab Emirates(visit visa))

00971563177464

eman.matermawi@gmail.com

Skype emma.a.m1

Sex Female | Date of birth 1 May 1983 | Nationality Syrian

WORK EXPERIENCE

2000–2014

English teacher for elementary levle

Privet Lessons, Damascus/Abu Dhabi (syria/UAE)

-teaching English language for nonnative.

- grammar lessons.

2012–2013

exhibitor

uswa.co, damascus (Syria)

- marketing the company in an exhibition .- data entry for the customers in the exhibition(taking personality test)

- for two exhibits.

2008–2010

Freelance Writer

Fares alghad Magazine, damuscus (Syria)

_ scenario for English comic story.

2004–2006

Freelance Painter & Designer

Nour Al Arabia, abu Dhabi (United Arab Emirates)

_ Drawings and painting for the series (Qessat Al Hurouf)

_ painting the drownings _design the cover and the pages

2004–2006

freelance Graphic Design

Soft Design.co, damascus (Syria)

_ outliner (ink) for a comic storybook.(FLASH program).

2003–2005

FLASH GAME

Educational Games, DAMASCUS (Syria)

- design a simple game using flash .

EDUCATION AND TRAINING

11/2014–Present

Mass Media Translation

Arab School of Translation AST & the Egyptian Translators & Linguists Association, online (Egypt)

24 training hour

training: Press translation - essay writing and analysing

2/12/2014–9/1/2015

Literary Narrative

rwaq, online

25/8/2014–30/10/2014

Introduction to Branding

RWAQ, online

30/6/2014–26/7/2014

Basics of Islamic Texts Translation

Arab School of Translation AST & the Egyptian Translators & Linguists Association, (Egypt)

2003–2013

Bachelor Degree Specialization Translation

Damascus University faculty of letters, Damascus (Syria)

2002–2003

General Secondary Education Certificate

Ministry of Education, Damascus (Syria)

Scientific stream course.

2001–2002

Photoshop & flash

privet lesson, damascus (Syria)

PERSONAL SKILLS

Mother tongue(s): Arabic

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	C1	B1	B1	C2
bachelor degree specialization translation (English Language)					

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
Common European Framework of Reference for Languages

Communication skills: excellent contact skills with children gained through my experience as a teacher

Organisational / managerial skills: Leadership and good organisational skills gained as a volunteer at CHANGE-MAKER NETWORK PROJECT- Change Project-

http://www.change-makers.ga/

Job-related skills: excellent in translation (English-Arabic) as working Volunteer Translator

excellent in creative writing & scenario.

Computer skills	- good command of office suite (word, power point, movie maker..). - Excellent command of graphic design and animation using Adobe program (Flash, Photoshop ..)&TV paint. - good in Using the Internet and e-mail accounts. - Excellent in using and managing Social media networks.
Other skills	I learn quickly, and I love to learn new things, especially computer software I have a good skill in drawing

ADDITIONAL INFORMATION

certificates	please find my certificates at the link below: https://drive.google.com/folderview?id=0B9b4q3T-ft...
Samples of my work	Samples of my work at the link below: https://drive.google.com/folderview?id=0B9b4q3T-ft...

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