RUBA FARAH ATALLAH

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PERSONAL INFORMATION

Date of birth: 17th November 1992
Nationality: Jordanian
Marital status: single

EDUCATION

University of Jordan *– Amman, Jordan* — *2010-2014*
Bachelor's degree in Spanish and English Languages and Literature
GPA 3.7

Lady Of Nazareth School *– Amman, Jordan* — *Jun 2010*
High school, Scientific Stream
GPA 94.2%

EXPERIENCE

Interpreter and Translator — *2014-present*
Istidama Business Solutions- Pixels
Job Role: *accompanying a delegation of foreign experts on field visits(inside and outside Amman) to provide interpretation services during the trips*

Translator — *2013-present*
Private sector
Amman, Jordan
Job Role: *Translating scholar documents from English to Arabic.*

Private Tutor — *2012-present*
Private sector
Amman, Jordan
Job Role: *Giving private lessons for school students in French and English, and assisting them with any kind of homework or tasks required in most subjects*

Service Adviser — *Jul 2013*
CrysTelcall (http://www.crystelcall.com/)
Amman, Al Abdali, Jordan
Job Role: *Contacting companies in United Arab Emirates, promoting services and offering job vacancies postings on the online career network Akhtaboot to be matched with the most suitable candidate*

English and French Teacher — *2012*
Lughati Center
Amman, Om Othayna, Jordan
Job Role: *Teaching school students English and French*

SKILLS

Languages:

- *Arabic as a mother tongue*
- *Fluent in English*
- *Fluent in Spanish*
- *Good in French; I obtain two DELF certificates (Diplôme d'Étude de Langue Française) of the levels A2 and B1*
- *Fair in Italian*

Computer Skills:

- *Microsoft Office.*
- *Internet use*

Communication skills

- *Participated in many associations, each had a goal; religious, social and charitable*
- *Punctual in keeping appointments.*
- *Very patient in dealing with any case presented to me.*

Organizational/managerial skills

- *Leadership and people development skills*
- *Ability to evaluate myself, modify behaviour, and meet performance obligations*
- *Planning and analysis.*

Job-related skills

- *Ability to work under pressure*
- *Serious, trustworthy, and hardworking*
- *Flexible in teamwork*

Additional information

Poetry Writing Certificate: *I was considered one of the 50th top young writers worldwide in the 'Young Writers' 17th annual poetry competition, with the publication of one of my poems in the 'Young Writers' book in 2008*

Press and Media Certificate: *Attending a course that took place at University of Jordan by a representative of Jordan Times Press, in which I obtained the necessary knowledge for writing and editing a journalistic article*.

REFERENCES *Available upon request.*