

## PERSONAL INFORMATION



## Hanan Hussein

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💬 Skype Hanan Shaheen

Sex Female | Date of birth 27/12/1994 | Nationality Palestinian(Palestinian Territories)

## JOB APPLIED FOR

## Arabic-English Translator

## WORK EXPERIENCE

22/11/2017–Present

## Online Freelance Translator

Online, Gaza (Palestinian Territories)

- Translating texts and articles from English to Arabic and vice versa.
- Editing, revising, and proofreading texts to be sent to the clients.
- Transcription and subtitling of films and videos.
- Using Computer Aided Translation Tools "CAT Tools" to give the best translation.
- Dealing with various clients and agencies.
- Formatting the translated project to be delivered to clients.
- Using suitable translation types with each field of translation.

03/04/2013–Present

## Arabic English Translator

AL-Aqsa University, Gaza (Palestine)

- Teaching language skills for students with various levels.
- Implementing new teaching techniques and methodologies.
- Writing lessons plans, portfolio, and worksheets.
- Preparing remedial and revision materials.
- Carrying out extra-curricular activities for learners.
- Taking special care of high achievers to increase their level.
- Training students for contests and competitions.

01/09/2012–Present

## Arabic-English Translator

Al-Aqsa University, Gaza (Palestinian Territories)

- Translating texts from English to Arabic and vice versa.
- Formatting the documents to match the source one.
- Editing and revising translated projects for clients.
- Proofreading the files to give the final version of translation.
- Interpreting for colleagues and learners.
- Revising the texts to give a perfect translation.
- Organizing the thoughts of the text.

02/03/2013–Present

**Tutor of English**

Self-employed, Gaza (Palestine Territories)

- Teaching low achievers to learn the basics of English.
- Preparing remedial and revision materials for students.
- Training students for final and mid term exams.
- Facilitating language skills for learners.
- Using various methods and techniques of teaching English.
- Reinforcement the weak points within the students.
- Encouraging pupils to learn the language by using many techniques of motivation.

01/03/2017–01/04/2017

**English Teacher**

Al-Motamayzoon School, Gaza (Palestinian Territories)

- Planning lessons to a range of classes and age groups.
- Preparing and setting tests, examination papers and exercises.
- Marking and providing appropriate a feed back on oral and written work.
- Devising, writing and producing new materials including audio and visual resources.
- Organizing and getting involved in social and cultural activities such as school parties.
- Attending and contributing to training sessions.
- Motivating students for learning more about English language.

**EDUCATION AND TRAINING**

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10/11/2017–22/11/2017

**Mastering American Accent Course**

Al-Raid Center, Gaza (Palestinian Territories)

- Recognizing how to speak American accent.
- Learning how to be confident in speaking.
- Learning how to accurate eye contact.
- Knowing new other accents inside America State.
- Using excellent spoken communication skills.
- Mastering effective listening skills.
- Earning the ability to be friendly with others.

01/09/2012–02/02/2017

**B.Ed. in Teaching English**

EQF level 4

Al-Aqsa University, Gaza (Palestinian Territories)

General

- Arabic Handwriting, Islamic Culture and Introduction to computer Skills.

Occupational

- Reading, Writing, Grammar, Novel and Short Story.

01/09/2012–02/02/2017

**B.Ed. in Teaching English**

Al-Aqsa University, Gaza (Palestinian Territories)

General

- Sport press, Arts and Crafts, Introduction to Media, General Chemistry, Educational Statistics and Psychology Principals.

Occupational

- Crammer, Reading, Short story, Novel and Writing.

01/02/2016–01/03/2016

**General Conversation Course**

Al-Salam Center, Gaza (Palestinian Territories)

- Speaking fluency in front of the audience.
- Being confident of myself.
- Recognizing new vocabulary.
- Knowing new communication skills such as eye contact.
- Broadcasting my views politely and responding if others comment.
- Chatting to people friendly.

02/10/2013–02/11/2013

**Farist Aid Course**

British Center, Gaza (Palestinian Territories)

- Knowing how to treat wounded people.
- Recognizing how to provide first aid services on-time.
- Learning how to rescue casualty people.
- Learning how to work under pressure.

01/09/2011–01/07/2012

**High School Certificate "Tawjehe"**

Basheer Al-Rayyes High School, Gaza (Palestinian Territories)

General

- Arabic, English, Islam Education, Arts and Crafts, Physical Education and IT.

Occupational

- Physics, Chemistry, Math and Biology.

01/04/2012–01/05/2012

**Arabic Handwriting Course**

Cultural Center for Languages, Gaza (Palestinian Territories)

- Learning how to in a good view.
- Learning how to be confident of myself.
- Learning how to be patient at work.

**PERSONAL SKILLS**

Mother tongue(s) Arabic

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
C1	C1	C1	C1	C1
IILETS				

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

**Communication skills**

- Speaking English in front of large groups gained through conversation course.
- Excellent written and verbal communication skills gained through my experience as a teacher.
- Excellent presentation gained during my BA.
- Excellent negotiation skills gained through self-study.
- Speaking in public, to groups, or via electronic media gained through general conversation course.

- High communication skills gained throughout my experience in this field.

**Organisational / managerial skills**

- organized and prioritized personal schedule gained through high school.
- Time management gained through high school.
- Ability to work under pressure gained through self-study.
- Focus oriented gained through self-study.
- Successfully working to match strict deadlines gained through my BA.
- Hardworking gained through first aid course.
- Analytical skills gained through my work as an English teacher.
- Ability to cooperate and work within a team, as well as work individually gained through mastering American accent course.

**Job-related skills**

- Interpreting and translating any text of any kind from Arabic to English and vice versa.
- Knowledge of computer and media.
- Fact-checking and proofreading
- Keeping files , personal details and any other sensitive material confidential and safe.
- Communicate perfectly with clients and agencies.
- Using various methods and techniques of translation.
- Language proficiency.
- Ability to transfer style, tone and cultural elements accurately from one language to another.
- Being non-judgmental and remain neutral.
- Communicate perfectly with clients and agencies.

**Digital skills**

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid

International Computer
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Professional user of Microsoft Office.

- Touch typing speed 62 word per minute.
- Good command of photo editing.
- Converting file formats.
- Branding myself.

**ADDITIONAL INFORMATION**

**CAT Tools**

- Kilgray MemoQ 2014 R2.
- SDL Trados STUDIO 2014 SP2.
- WordFast

**DTP Tools**

- Adobe Illustrator CC 2014 ME
- Adobe Photoshop CC 2014 ME

- Foxit Phantom PDF Business v7.1.5.0425

**References**

- References are available upon request.