***CV***

**Personal Information /**

**Name**

Maram Suhail Alaklouk

**D.O.B**

02-19-1994

**Mobile No**.

0090 531 841 08 11

**E-mail**

maram.aljidi@gmail.com

**Current Location**

Mamak, Ankara, Turkey

**Nationalit**y

Palestinian

**Health**

No disabilities

|  |  |  |
| --- | --- | --- |
| **Education** |  |  |
| |  | | --- | | 09/2017 - 07/2017 |   1/9/2012- 24/07/2016 | | |  | | --- | | **Post-graduate Diploma** in translation |   **Bachelor degree** of Physiotherapy |
| 09/2011- 02/2012 | | **Associate's degree,** Rutgers university–(USA, New Jersey) |
|  |  | English Literature |
|  |  |  |
| 1/9/2010 -25/5/2011 | | **High school certificate** (United Arab Emirates) |
|  |  | American curriculum |
|  |  | Scientific stream – GPA (96.1%) |

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**Qualifications and Training /**

* Online course- By *Udemy* - “**Website Localization for Translators**”- 2018
* Online training course -*Udemy* -“**The Complete Search Engine Optimization Bootcamp”-** 2018
* Online course- *Linkedin Learning-* **“** [**Salesforce: LinkedIn Sales Navigator Integration,**](https://www.linkedin.com/learning/salesforce-linkedin-sales-navigator-integration?autoplay=true) [**Evaluating KPIs and metrics**](https://www.linkedin.com/learning/create-a-go-to-market-plan/evaluating-kpis-and-metrics?autoplay=true)**”-** 2018
* Online training course- Udemy- “**Web Content Generation, Translation and** **Localization,** [**Consulting Foundations: Client Management and Relationships**](https://www.linkedin.com/learning/consulting-foundations-client-management-and-relationships/relationships-in-consulting?autoplay=true)”- 2017
  + Online Training course - *Udemy* ***-*** **“Translation Career course” –** 2016
  + Training course at YMCA organization “**Christian studies and theology**”- 2016
  + Mandatory College course- “Hebrew **Language skills, Advanced Hebrew Course”**- 2014 - 2015
  + Training course, “**Project Management Professional (PMP)”**- LEORON Institute UAE, 2011.
  + IT Training courses, “**HTML, Dream weaver, Adobe Flash Player,** **photoshop for beginners, Advanced photoshop Techno specialist” –** AlDafrah PrivateSchool, UAE, 2010-2011
  + Training Course “**Research Methodology**”-Islamic University of Gaza, 2012
  + **TOEFL ibt**- score: 92
  + **IELTS** –score: 8
  + **American Diploma graduate** –GPA : 96%

**Technical Skills /**

* Online freelancing skills.
* 7 years of experience in translation, editing, and interpreting.
* SEO and SEM Expert
* Mentor, Trainer, Fixer and Event’s organizer.
* Creative writer and copywriter.
* Expert in demonstration and negotiation skills.
* Expert user of Microsoft office, Gmail, CAT tools, and Slack..

**Languages/**

**-Arabic**: Native / Bilingual

-**English**: Native / Bilingual

**-Hebrew:** Native / Bilingual

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**Work Experience /**

1. **Online Translation Trainer – 4 years of experience**

I work as an online Translation Trainer through which I provide online courses for anyone who is trying to start his career as a freelance translator, during the course I focus on teaching different translation skills, as well as the use of CAT tools, and how to deal with clients.

**2- Senior Project Manager/ Co-founder - Lead Link co. Feb 2017**

My duties as a Senior Project Manager includes setting-up strategic input and actions, reviewing and enhancing programs content, design and management, training individuals and enhancing their capabilities, creating evaluation reports, In addition to providing technical assistance to partners in assessing the strength of their approach, and following-up team members.

I was also responsible for generating qualified leads and converting them, as well as exploring and identifying new marketing channels for generating potential leads, I also handled B2B sales, and B2C sales and Lead and maintained the relationship between the clients and the company.

This experience also enabled me to cultivate my skills in recruitment and leadership, as well as in evaluating potential candidates and team members. It also enhanced my Interpersonal skills, my communication and demonstration skills.

**3-- Team Leader and Content Editor Skills Silo ICT Company. Oct 2017**

I was responsible for a Team composed of professional freelancers from different specialties (Translator, Writers, Graphic Designers, Video editors, programmers, Social media experts, and SEO experts), My main duties was to act as a liaison between the Team and the clients and follow-up their work progress, make sure the project is delivered with the highest standards and according to the client’s guidelines, and I also ensure that my team get exposed to training courses that would improve their abilities and capacities.

Additionally, I work as a content editor for the company.

**4- Mentor / Head of English Department United States Center. Jan 2016**

As a mentor and Head of English Department, I am responsible for providing advice, guidance, and feedback to employees, ensure that the student teacher relationship is well met, act as a sounding board for ideas and action plans. Moreover, I have to ensure that all trainers are following the academic plan provided for them, evaluate the quality of quizzes and final exams, documentation of Ministry related paper work and certifications.

I also train, assist and support trainees in improving their skills in the English language, as well as start their own online translation business, through freelancing platforms, and achieve potential success, by sharing my extended experience and knowledge with them.

Moreover, I train students who want to develop their abilities in writing either for professional purposes or for self-development.

Additionally, I teach advanced English language courses such TOEFL preparation course, 12 Levels English Diploma, Advanced conversation course.

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**5- Physiotherapist at NATOMED Medical Complex (Internship Year)**

**6- Translation course trainer /English Language Trainer- American International Center. Jun-2015**

**– Dec 2015**

I trained individuals, in English language courses, translation, editing, copywriting courses – As part of the training courses, we provided them with an environment with like-minded individuals to promote their self-success and help put them on the right track into starting their online career.

**7- Legal Translator and Executive Secretary**

**(Humaid Darwish Advocates and legal consultant - UAE)** **Jun.2012- Sep.2012**

I was responsible for Translating Legal documents, interpreting from Arabic to English and vice versa during meetings and other occasions, Along with other Secretary duties such as scheduling meetings arranging files, receiving and replying to emails and inquiries.

**References /**

**Mr. Jamal Mohammed**

Executive Manager, Lead Link ICT company and Skills Silo ICT company

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**Mr. Hothyfa Alharazeen**

Long-term Colleague

Project Coordinator

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\* Please contact me in case other references are required.

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