Curriculum vitae

PERSONAL INFORMATION

Muhannad Miqdad



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Sex Male | Date of birth 18/04/1996 | Nationality Palestinian (Autonomous Palestinian Territories)

JOB APPLIED FOR

English<>Arabic Translator

WORK EXPERIENCE

03/04/2014–03/04/2018

Tutor of English

Self-Employed

- Preparing classroom and coursework materials, homework assignments, and handouts.
- Evaluating a students' class work and assignments.
- Advising student on career issues.

17/10/2009–17/10/2013

Trainer of English

Al Quds Institution for Youth Development, Gaza ((Autonomous Palestinian Territories))

- Attending and participating in training and CPD initiatives organized for teachers
- Contributing to curriculum development
- Monitoring attendance and progress of all students

Arabic<>English Translator

Self-employed

- Proofreading the files to give the final version of the translation.
- Revising the texts to give a perfect translation.
- Formatting the documents to match the source one.

Online Translator

Self-employed

- Follow various translation-quality standards to ensure legal and ethical obligations to the customer.
- Read through the original material and rewrite it in the target language, ensuring that the meaning of the source text is retained
- Use specialist dictionaries, thesauruses, and reference books to find the closest equivalents for terminology and words used

EDUCATION AND TRAINING

13/05/2014–13/05/2018

B.A of Laws

EQF level 2

Al-Azhar University, Gaza ((Autonomous Palestinian Territories))

General
-Arabic Language, Political Economics, Money Banking And International Economic Relations
Occupational
-Public International Law, Civil Law, Humanitarian International Law, Administrative Law, Marine Aviation Law

06/08/2013–06/08/2014

High School Certificate "Tawjehe"

EQF level 1

High School Asdod, Gaza ((Autonomous Palestinian Territories))

General
- Arabic, Mathematics, English

Humanitarian stream

History, Geography, Contemporary Issues, Management, and Economics

PERSONAL SKILLS

Mother tongue(s): Arabic

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2

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

- Excellent presentation gained through experience working as a teacher of English.
- Confident, articulate, and professional speaking abilities (and experience) through my B.Ed.
- Empathic listener and persuasive speaker gained through studying at university Writing creative or factual gained through self-study.

Organisational / managerial skills

- Time management gained through self-study.
- Successfully working to match strict deadlines gained through working on my TOEFL scores.
- Time management gained through studying at university.
- Hardworking.
- Ability to work under pressure gained through working as a teacher of English.

Job-related skills

- Having the ability to work under pressure.
- Interpreting and translating any text of any kind from Arabic to English and vice versa.
- Using various methods and techniques of translation.
- Getting a good Knowledge of computer and media.

Digital skills

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

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Digital skills - Self-assessment grid

ICDL Certificate

- Professional user of Microsoft Office.
- Touch typing speed 75 Word per minute.
- Good Command of photo editing.
- Converting file formats.
- Branding myself.

ADDITIONAL INFORMATION

CAT tools

Kilgray MemoQ 2018 R2
SDL Trados Studio 2017 SP2
Wordfast

DTP Tools

Adobe Illustrator CC 2017 ME
Adobe Photoshop CC 2017 ME
Foxit Phantom PDF Business v9

References

References are available upon request.

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