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EDUCATION

02/2018 - 02/2022

Al-Quds Open University, Gaza, Palestine
Bachelor of English Language and Literature
CGPA: 4.0/

The programme includes literary analyses, cultural diversity, critical thinking, and communication skills. Teaches the fundamentals of the English language and literature from many times and ages.

Favorite areas of study:

Linguistics

Phonetics

Teaching English as a Foreign Language

09/2011 - 07/2014

Shafa Amr Secondary School for Girls, Rafah, Palestine
High school

WORK EXPERIENCE

UNRWA, Gaza

01/2023 - Ongoing

Professional EN<>AR Translator

Responsibilities:

Convert textual and audio recordings from Arabic to English and vice versa.

Ensure translated content conveys original meaning and tone.

Prepare subtitles for videos and online presentations.

Cross-reference specialized dictionaries and translation tools to check quality of translation.

Proofread translated texts for grammar, spelling and punctuation accuracy.

Follow up with internal team members and clients to ensure translation meets their needs.

Edit content with an eye toward maintaining its original format (e.g. font and structure).

Network with field experts to stay current on new translation tools and practices.

Transfective Company, Online

02/2020 - Ongoing

Freelance Transcriber (crimes & politics) EN<>AR Translator

Responsibilities:

Prioritizing work to meet deadlines.

Translating conversations and documents between two parties in professional situations.

Rewriting original materials in the target language, maintaining meaning by carefully following sources

Proofreading and editing the final translated and edited document.

Reading content and correct spelling, punctuation, and grammatical errors.

Appen, Crystaltranslation

Companies

05/2020 - Ongoing

EN<>AR Transcriber. Subtitler

Responsibilities:

Understanding client specifications and noting any formatting or notation requests prior to completing the transcription.

Translating English to Arabic without difficulty for foreign films, shows and speeches.

Translating videos, tutorials, adverts and films by writing and providing accurate subtitles.

Baleegh Company, Online

07/2020 - Ongoing

Freelance En<>Ar Translator

Responsibilities:

*Reading, translating documents about Computer Science, writing and editing copies.
Using highly specialized translation software to encourage efficiency and consistency.*

VOLUNTEER EXPERIENCE

Kidney Patient's Friends Charity Association, Rafah, Palestine
English Teacher & Trainer

01/2020 - 05/2022

Responsibilities:

Planning course material and activities.

Assessing the students' progress (e.g. homework, exam grades, etc.)

Researching new language teaching methods.

EN<>AR Translator trainee,

Wefaq For women Rights

Responsibilities:

- Translating all documents from Arabic to English and vice versa, including but not limited to papers, letters, emails, figures, and other materials, with no omissions from the original language.

TRAININGS

- UNDP/ Gateway G-talent, Gaza
Freelancing Course 05/2022 - 08/2022

- Gaza Sky Geeks, Gaza, Palestine
Freelance Translation Course 03/2021 - 06/2021

- AL Salam Training Group, Gaza Strip
12 English levels 06/2019 - 06/2020

- GIZ Palestine, Online
Freelancing Course 06/2020 - 07/2020

- Freelance Translation Academy, Gaza
Freelance Translation Course 12/2019 - 01/2020

INTERNSHIPS

Youth Development Association, Rafah, Palestine
Content Writer 06/2022 - 07/2022

Responsibilities:

Optimizing articles for SEO and accessibility.

Conducting research on any given topic.

Identifying gaps in content and recommending new topics.

SKILLS

Computer skills (e.g. MS Office, CAT Tools)

Graphic Design (Adobe Design Programs)

CPR/ First Aid Certificate

Research

Written and oral communication

Motivation.

LANGUAGES

English (Advanced)

Arabic (Native)

INTERESTS

Volunteering and community involvement

Learning new things.

REFERENCES

* Contact: Hania Moussalli | Project Manager - +971 (0) 588 215 970

hania.moussalli@transfective.com

* Contact: Waleed Alareef - lw64888@gmail.com