

**AREAS OF EXPERTISE**

*Education*

*Translating legal*

*Documents*

*Proofreading*

*Interpreting*

*Terminology*

*Multi lingual*

**PERSONAL SKILLS**

*Detail orientated*

*Well organized*

*Friendly*

**PERSONAL DETAILS**

*Date of Birth*

*September 24, 1992*

*Nationality: Jordanian*

*With valid UAE driving license*

Abdalrahman Abdalrahman.368797@2freemail.com

English Language

A multi-skilled, reliable and talented translator and English teacher with a proven ability to translate written documents from a source language to a target language.

A quick learner who can absorb new ideas and can communicate clearly and effectively with people from all social & professional backgrounds.

Well mannered, articulate & fully aware of diversity & multicultural issues.

Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

Would like to work as Translator for a successful and ambitious company that offers great opportunities for career development and progression.
**LANGUAGES**

Arabic: Native Tongue

English: Excellent command (Reading, writing, listening, and speaking)

French: Beginner

Hebrew: Beginner

**EMPLOYMENT HISTORY**

**FREELANCE TRANSLATOR January 2012 – Current**

Working as a freelance translator providing a translation and interpretation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

October 2016 – Present

**Al- Najah Cultural Institution**

***Teacher -*** *Teaching English for all grades , LCDL trainer , and teaching Arabic Language for non-native speaker .*

August 2016 – Present

**Alshoruq Model School**

***Teacher -*** *English teacher for grades five and six*

October 2014 – June 2016

**Al Salam Model School**

***Teacher -*** *English teacher in the abovementioned model school, for 4th, 7th, 8th grades.*

July 2012 – Aug 2012

**Make An Impact Association and Palestine Poetry Network**

Work as an interpreter during the shooting of the documentary

Revolution Art Poetry.

**TRANSLATOR EXPERIENCE**

* Researching legal & technical phraseology to ensure the correct
* translation is used.
* Translation of documents/letters from a foreign language to
* English & vice versa.
* Medical transcriptions translation.
* Legal, Technical and Commercial Translation.
* Reviewing and proofreading mother-tongue text.
* Conducting face-to-face interpreting.
* Telephone interpreting.
* Excellent English speaking and writing skills.
* Retrieving articles from newspapers, magazines & the internet

& translating them into English.

**TEACHING EXPERIENCE**

* Accomplished all classroom paper works including daily reports and attendance records.
* Planned, delivered, and reviewed classroom programs
* Organized and led school excursions and field works
* Designed classrooms and displays that create a visually rich and stimulating environment

**QUALIFICATIONS**

BACHELOR OF ARTS IN ENGLISH LANGUAGE

2014 Arab American University

Palestine

Principal subjects/occupational skills covered:

* English<>Arabic Translation
* Teaching English as a Foreign Language (TEFL)
* General Linguistics
* British and American Literature
* General Communications
* Creative and Expository Writing

**PROFESSIONAL SKILLS**

* Excellent communication and social skills.
* Proficiency on computer and internet
* Highly skilled in Word, Excel and Microsoft Outlook.
* Able to work to tight deadlines.
* Willing to travel and able to work under pressure.
* Able to priorities work.
* Passionate for human development.
* IELTS certificate

**TRAINING AND COURSES**

**Youth Leadership preparation** Aug 25, 2013 to Sept 10, 2013

Arab American University

*No. of Hours: 24*

**Psychological Health Principles** Jan 14, 2013 to Feb 30, 2013

Arab American University

*No. of Hours: 18*

**Passport To Success** May 18, 2014

Arab American University

*No. of Hours: 20*

**Hebrew L 1** March 25 , 2015 to May 12 , 2015

Universal Technical Institute ( UTI )

*No. of Hours: 30*

**International Computer** March 9 , 2015 to May 20, 2015

Driving License (ICDL)

Universal Technical Institute ( UTI )

*No. of Hours: 60*