

NAME: Hawazen

Email Address: [hawazen.378404@2freemail.com](mailto:hawazen.378404@2freemail.com)

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| Gender: |  | Female |
| Birth Date: |  | 31 December 1987 |
| Nationality: |  | Jordanian |
| Visa Status: |  | Resident |
| Residence Location: |  | Dubai |
| Marital Status: |  | Married |
| Driving License: |  | Jordan – UAE |

Mobile Phone Number: +971505891826

Location: Dubai

# Personal Information

# Career Objective

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| --- | --- |
|  | I am seeking a position where I can further progress my linguistic knowledge and technical skills employing my knowledge in English language or any other related skills in management. |
| Target Industry ( double major) : | Applied Linguistics ( M.S.)- English & Spanish languages literature (B.S.) |
| Employment Type: | Translator ( general and legal documents)  & researcher  & any position related to the field of study |
| Employment Status: | Full time |
| Target Monthly Salary: | According to the company staff |

# Professional Experience

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| --- | --- |
| 1. Researcher & Translator at PRUNZ for research   Wadi Saqra Street, Amman , Jordan | January-November 2014 |
| 1. Researcher & Translator at IFRAD -   King Raniya Street, building No. 197, Amman, Jordan  Company Industry: Education, Training, and Library  Job Role: Researcher  Duties:   * Research to help students translate and write the studies or researches that they need to complete their education. * Research and prepare Master and Ph.D. dissertations. So that I have ;   + Comprehensive and thorough knowledge on the field or subject of specialization.   + Knowledge of common referencing styles. Example: Harvard, APA, Chicago, MLA.   + Excellent research and analytical skills.   + Outstanding comprehension of current issues   + Ability to choose relevant and appropriate research resources and materials, with knowledge of peer journal article databases to use.   + Ability to present thoughts clearly and coherently   + Fluent in English, articulate and able to write well in English | March2010- September 2013 |
| 1. Translator,   Al Huda for translation  Al- Abdalli – Amman  Company industry : translation  Job Role: translator | August 2010 –  February 2011 |

# Education

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| --- | --- |
| * Jordan university of science & technology , Irbid , Jordan   Master degree ( English) DEGREE : very good | September 2011 –  2014 |
| * Jordan university, Amman, Jordan   Bachelor's degree/higher diploma ( English & Spanish language ) DEGREE : very good | September 2005-  June 2009 |
| Courses:  * + TOFEL EXAM 2005-2007   + IELTS EXAM (NOT YET) |  |

# Career Level

|  |  |
| --- | --- |
| Career Level: | Mid-Career |
| Notice Period to Work: | Immediately |
| Last Monthly Salary: | JD 400 |

# Skills

Skill Years of Experience Skill Last Used

Level

|  |  |  |  |
| --- | --- | --- | --- |
| Microsoft Office software & the Internet | More than 10 years | Expert | 1 month or  less |

# Languages

Language Years of Experience Skill Level Last Used

|  |  |  |  |
| --- | --- | --- | --- |
| English | More than 5 years | Expert | 1 month or less |
| Spanish | 2 years | Moderate | During study period |
| German | 1 year | Weak | Before 3 years |

\* All documents will be furnished once needed.