**Curriculum Vitae**

**Name**: Shuruq Alsaleh   
**Date of Birth**: 15th April 1984   
**Nationality**: Jordanian   
**Address**: Amman - Al-Jubaiha

**Email**: shorok47@hotmail.com

**Mobile Tel**: 00962785862639

**Education & Qualifications**: **2002 – 2006,** University of Jordan   
 BA – Modern Languages (German – English)

**Work Experience:**

### **June 2006 to June 2012** - Senior Translator Tokyo Intermediary and Trade Services Company (TITRAS)

Responsible for all aspects of:

1. Managing effectively all the operations of the Section, supervising, monitoring and evaluating the performance of regular and temporary staff, ensuring optimum use of human and financial resources and attending to all administrative matters pertaining to the Section;

2. Organizing the translation, revision, word processing and preparation of documents and publications received by the Section in such a way as to ensure the timely delivery of the final outputs in line with the Organization’s quality standards;

3. Encouraging the introduction and effective use of appropriate electronic translation tools in order to enhance quality and improve performance;

4. Liaising with other Sections/Divisions as necessary to ensure appropriate coordination and cooperation.

### **June 2012 to Present** – Translation Team Leader E3 Corporation

**Additional Information**

**Languages:** Arabic - Mother tongue   
 German - Good written and spoken  
 English - Good written and spoken

**Computer Knowledge:**

TRADOS - 6 years working knowledge  
Experienced user of Microsoft office products.   
Keen user of the internet.

-References available on request-