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Mai Mazen Timraz

Education

Gaza University – Gaza
Bachelor Degree

2007-2011

Major: English Language and Translation 85.3%

Work Experience

September 2013 – Present

Free lancer Translator

Mercy Corps, Gaza – Palestine

- Follow ethical codes that protect the confidentiality of information.
- Identify and resolve conflicts related to the meanings of words, concepts, practices, or behaviors.
- Translate messages simultaneously or consecutively into specified languages, orally or by using hand signs, maintaining message content, context, and style as much as possible.
- Proofread, edit, and revise translated materials.
- Adapt translations to students' cognitive and grade levels, collaborating with educational team members as necessary
- Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.
- Read written materials such as legal documents, scientific works, or news reports, and rewrite material into specified languages
- Refer to reference materials such as dictionaries, lexicons, encyclopedias, and computerized terminology banks as needed to ensure translation accuracy.
- Compile terminology and information to be used in translations, including technical terms such as those for legal or medical material.
- Educate students, parents, staff, and teachers about the roles and functions of educational interpreters.
- Train and supervise other translators/interpreters.

November 2011 – Feb 2012

Data Collector Assistant

Norwegian Refugee Council, Gaza – Palestine

- Support the data collection survey team.
 - Coordinate the distribution of Field visits and coordinate these visits with the beneficiaries.
 - Unify the data entry process (Consolidate the answers from the survey forms).
 - Input data into the electronic database.
 - Provide cover for the data collector's duties.
 - Carry out any other relevant duties as requested by supervisor.
 - Translate all the daily reports and enter them into the database in English language.
 - Follow up the work progress based on the work plan.
 - Draft the project final report.
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Specialized Training and Certification

Feb 2012	Monitoring and Evaluation	NRC
Feb 2012	How to start your career	Enjaz Association
Feb 2012	Be a leader	Enjaz Association
Oct – Nov 2011	Developing & Enhancing Graduates Abilities	Fajer & Relief Association

Skills & Capabilities

- Computer skills including all Microsoft Office applications.
- Project Management knowledge.
- Problem solving skills.
- Communication skills.
- Presenting skills.

Languages

- Arabic Native Language.
- English Very good reading and writing.

References

Dr. Mohammad Hamdan	Dean of Faculty of Mass Communications & Languages	+972 599 628 711	N/A
Mohannd EL Dirawi	Database Officer – Mercy Corps	+972 598 996 967	mohanad.dirawi@gmail.com
Maha Jouda	Admin & Finance Coordinator - NRC	+972 599 990 044	maha.joudah@nrc.no