**Youssef Hassoun, BEng, BA**

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Residence Permit obtained, no visa is required

**Summary**

* **Experienced** Arabic/English and English/Arabic translator, shown through 6 years of experience in educational, legal, medical and technical fields in addition to volunteering with Translators without Borders and TED-Ed.
* **Native** Speaker of **Arabic**, fluent in **English** and medium knowledge of **French**.
* Confident user of **Microsoft applications** and delivered technical presentations to clients and for academic projects.
* Developed **project management** skills during degree studies and in current career position.
* **Results driven** and able to find innovative solutions to problems while working as an **assistant manager** for the science department and during my university projects.
* Able to **communicate** ideas clearly and creatively using storyboarding techniques and presentations in line with client specification.
* Excellent **team leading** skills and an ability to **meet deadlines** to match shown in current role, group projects led, and university projects presented.
* **Enthusiastic** learner and always looking for self-improvement.

**Education:**

* **Sep 07 – Jun 10 BEng (Hons) Telecommunication Technology** MUST, Syria
* **Sep 07 – Jun 10 BA English Language and Literature** al-Furat, Syria

Key modules:

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| --- | --- |
| * Arabic/English and E/A Translation
 | * Literature(Poetry, Novels, Plays, etc)
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| * Phonology
 | * Modern education & Communication skills
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| * Linguistics
 | * Literature Criticism
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**Related Work Experience**

* **Jul 15 – Current Volunteering for TED-Ed, online**

Help spreading knowledge among Arabic speakers through translating TED-Ed videos or proofread translations as a member of the (Arabian Beehive) initiative of the Arabic translation team at TED-Ed. Specialising in Engineering, literature, and science related videos.

* **Mar 12 – June 13 Volunteering for Translators without Borders, online**

Help spreading knowledge among Arabic speakers through translating the English Wikipedia pages to Arabic. Mainly specialising in translating and proofreading medical and engineering topics.

* **Aug 09 – Current Freelancer translator**
* Language pair Arabic/English and English/Arabic.
* Specialised in Educational, legal, medical and engineering translations.
* Worked to targets and under pressure of time and difficult work conditions sometimes.
* Always complimented for delivering the accepted jobs before deadlines.
* Excellent reviews and feedbacks on Proz.com

**Employment History**

**Feb 12 – Current Asst. Head of the Science Dept. at Redwood, London**

**Working on weekends only. Duties include**

* To support the Head of Department in developing and enhancing the teaching practice of others.
* Assist the Head of Department in leading, managing and developing the subject/curriculum area.
* Help lead curriculum development for the whole department.
* Keep up to date with national developments in the subject area and teaching practice and methodology.
* Support the Head of Department in making appropriate arrangements for classes when members of staff are absent.
* Support the Head of Department in the day-to-day management of staff within the designated department and act as a positive role model.

**Jun 08 – July 12 Sales Engineer, Droubi Networking solutions LTD, Syria**

* Searching for potential clients who could benefit from the company’s products.
* Promoting the company and starting cold calls and emails presenting the company’s products.
* Establishing new, and maintaining existing, relationships with customers.
* Recording and maintaining client contact data.
* Managing and interpreting customer requirements in addition to providing pre-sales technical assistance and product education.

**Part-time Employment:**

**Jun 08 – July 10 HR Manager, Vartanian Oilfield Services Company**

* Working closely with departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures.
* Promoting equality and diversity as part of the culture of the organisation.
* Shortlisting, interviewing and selecting candidates in addition to developing and implementing policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management.

 **Interests:**

**Sports:** Staying in shape through swimming and jogging.

**Reading:** Keeping up with the fast paced evolving world of technology and trying to improve teaching methods by keeping up-to-date with modern teaching approaches.

**References:** Available on request