



## PERSONAL INFORMATION

## Dina Eshbair

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 Skype 2200dSH-

Sex Female | Date of birth 09/09/1989 | Nationality Palestinian Palestinian Territories)

## JOB APPLIED FOR

## Arabic-English Translator

## WORK EXPERIENCE

16/09/2015–Present

## Tutor of English

Self-employed, Gaza (Palestinian Territories)

- Teaching low achievers
- Preparing them for the mid-term exam and the final exam
- Helping learners to be excellent in using the English language Communicatively

10/11/2013–01/05/2014

## Teacher of English

Awni El-Herthany Primary School, Gaza (Palestinian Territories)

- Teaching English for fourth , fifth and six grade using new teaching techniques and methodologies.
- Writing lesson plans, portfolio, and worksheets.
- Carrying out extra-curricular activities for learners.

05/09/2008–Present

## Arabic-English Translator

Islamic University of Gaza " IUG ", Gaza (Palestinian Territories)

- Translating of all documents and texts from English to Arabic and vice versa
- Editing and revising translated documents for clients
- Writing translated texts in a consistent, revised and contextual manner to give a perfect translation.

06/01/2018–Present

## Online freelance Translator

Online

- Translating texts and articles from English to Arabic and vice versa.
- Transcription and subtitling of films and videos.
- Using suitable translation types with each field of translation.

01/10/2017–31/12/2017

## Teacher of adult Literacy and Basic Education Programme

Women Empowerment Center, Gaza (Palestinian Territories)

- Teaching Arabic and mathematics to women who do not finish their education
- Trailing the attendance and absence of women
- Conducting evaluation tests

07/03/2013–10/07/2013

**Librarian**

Jabalia Rehabilitation Society, Gaza (Palestinian Territories)

- Selecting , developing, cataloguing and classifying library resources
- Ensuring that library services meet the needs of particular groups of users (eg staff, postgraduate students, disabled students)
- Supporting independent research and learning

**EDUCATION AND TRAINING**

01/09/2008–05/06/2012

**B.Ed in " Teaching English Language"**

EQF level 6

Islamic University of Gaza " IUG ", Gaza (Palestinian Territories)

- General
- Translation 3 , Syntax and semantics , Educational psychology , Introducton to educational and behavioral sciene and Arabic

Occupational

- Introduction in English Literature , Oral Communication skills , Novel and Short Story

01/09/2007–04/07/2008

**High SchoolCertificate " Tawjehe "**

EQF level 4

Shadia-Abu-Ghazala High School, Gaza (Palestinian Territories)

General

- .Arabic, English, Arts and Crafts, Islamic Education, IT, Physical Education, and Economics
- Humanitarian Steam
- History, Geography, Contemporary Issues, Economics and Scientific Culture

17/10/2017–19/10/2017

**Prepare Female Graduates for Labor Market Course**

Women's Affairs Center, Gaza (Palestinian Territories)

- communication skills
- Time management skills
- Writing biography skills

01/04/2017–06/04/2017

**Project Management Course**

Ministry of Youth and Sport, Gaza (Palestinian Territories)

- Communication skills
- Leadership skills
- Team management skills
- Negotiation skills
- Personal organization skills
- Risk management skills

08/03/2016–02/04/2016

**Consulting peers**

Baitona Association for Community Development In partnership with EducAid, Gaza (Palestinian Territories)

- Psychological and social support skills
- Disability Knowledge

- Work skill under pressure skills
- Teamwork skills

19/09/2013–17/11/2013

**Social Media Skills Training Course**

Tops Company for Training and Consultances, Gaza (Palestinian Territories)

- Journalism Skills
- Presentation Skills
- Social Media Tools

**PERSONAL SKILLS**

Mother tongue(s) Arabic

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
 Common European Framework of Reference for Languages

**Communication skills**

- Speaking English fluently gained during my BA
- Professional empowerment and advocacy skills specially disability advocacy gained through my work with persons with disability
- Excellent presentation gained through my work as a teacher
- Excellent reader and writer gained through self-study
- Natural tendency to learn and teach English.
- Listening gained through self-study
- Open-Mindedness gained through self-study
- Excellent written and verbal communication skills gained through my experience as teacher
- negotiating gained through my work as workshops facilitator
- Speaking in public, to groups, gained through my experience as teacher

**Organisational / managerial skills**

- Organised and prioritized personal schedule
- Planning to meet certain objectives
- Time management
- Directing delegating, giving orders, and making decisions.
- Ability to cooperate and work within a team, as well as work individually.
- Combine patience, determination, and persistence to troubleshoot client issues
- Critical thinking, decision making and problem solving skills.
- Successfully working to match strict deadlines.
- Analytical skills
- Ability to achieve the target within given time

**Job-related skills**

- Ability to work under pressure
- Interpreting and translating any text of any kind from Arabic to English and vice versa
- Using various methods and techniques of translation.
- Knowledge of computer and microsoft office

- Communicate perfectly with clients and agencies.
- Language proficiency
- checking and proofreading
- Ability to transfer style, tone and cultural elements accurately from one language to another.
- Keeping files, personal details and any other sensitive material confidential and safe.
- Being non-judgmental and remain neutral

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid

- Professional user of Microsoft Office
- Touch typing speed 62 word per minute.
- Converting file formats
- Branding myself.

ADDITIONAL INFORMATION

CAT Tools

- Kilgray MemoQ 2014 R2
- SDL Trados Studio 2014 SP2
- WordFast

DTP Tools

- Adobe Illustrator CC 2014 ME
- Adobe Photoshop CC 2014 ME
- Foxit Phantom PDF Business v7.1.5.0425

References

- References are available upon request