

PROFILE

IMAD NAQQAR

1999 Boulevard Jacques Marcil,
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- Over 20 years of experience in English teaching
- Expertise in TOEFL/IELTS exams preparation
- English-Arabic translation, proofreading, subtitling
- Excellent communication skills
- Ability to adapt to clients' needs
- Recognized as conscientious, patient and passionate

PROFESSIONAL EXPERIENCE

English Teacher/Translator

Self-employed, St. Hubert, Quebec, Canada
Self-employed, Beirut, Lebanon
Self-employed, Aleppo and Damascus, Syria

March 2015-Today
2013-2015
1981-2013

- Taught English as a second language in one-on-one and group settings
- Prepared students for TOEFL/IELTS exams
- Created, administered and marked tests and papers to evaluate students' progress
- Determined individual needs of students and provided tutorial or remedial programs for those requiring extra help
- Discussed students' progress with parents
- Administered teachers' training workshops and trained teachers
- Translated a variety of written materials such as correspondence, reports, legal documents, technical specifications and textbooks from English to Arabic and vice versa
- Localized websites to adapt them to another language and culture
- Translated subtitles for Netflix, Warner Brothers, Discovery, Animal Planet, Sony, Universal and Warner Brothers
- Trained and supervised other translators

Quality Manager

Dabbit Hospital, Aleppo, Syria
Sabbagh Blanket Company, Aleppo, Syria

2012-2013
2004-2005

- Developed and implemented policies, standards and procedures
- Directed quality control inspection systems and developed reporting procedures
- Managed the implementation of ISO accreditation

Sales Representative

American Express, Aleppo, Syria

2000-2003

- Promoted American Express payment systems to merchants and businesses
- Delivered training to new customers
- Performed follow-up to verify clients' satisfaction
- Instructed merchants on security matters

Sales Representative

Pearson Longman Educational, Aleppo, Syria

1994-2013

- Promoted educational materials to universities, colleges and other public and private schools
- Trained teachers in methodology used in Pearson Longman's materials
- Advised clients on educational series selection depending on their profile and needs

ACHIEVEMENT

- Created my own English grammar manual which proved to be very efficient at explaining complicated language rules to foreign students and which is keenly used by other English teachers.

COMPUTER KNOWLEDGE

- Word
- Excel
- Internet
- Outlook
- PowerPoint
- Trados and other CAT tools

EDUCATION

Certificate of Proficiency in English

University of Cambridge Local Examinations Syndicate, British Council, Damascus, Syria

High School

Mansour High School, Damascus, Syria

COMPLEMENTARY TRAINING

Quality Auditing/Quality Assurance/Customer Care Training

Syrian European Business Center, Damascus and Aleppo, Syria

2004-2005

Teacher Training

Pearson Longman Educational, Damascus, Syria

1994

HOBBIES

- Reading, Science
- PC, Cellphones, Technology

LANGUAGES

Spoken and written English and Arabic, functional French