

Muhammed Zaher Taleb (English< >Arabic translator)

Date of birth: 21/10/1982.

Citizenship: Syrian + Turkish

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Education and courses:

English language and literature Department, Faculty of Arts and Humanities, Aleppo University

2004-2008: I graduated with a bachelor's degree in English Language and Literature in 2008

Simultaneous Translation course (2015) by Muhammed Abu Risha , a well-known and prolific translator in the Arab World.

Writing grant proposals, an online Course by Moscow University (2021)

Essentials of Entrepreneurship: Thinking and Action, an online course by University of California, Irvine (2020)

Developing Innovative Ideas for new companies, an online course by University of Maryland, College Park (2020)

Essentials of Entrepreneurship: Initiation and planning projects, an online course by University of California, Irvine (2021)

Other courses: Small business management, English academic writing, write professional emails, towards a better humanitarian response, Communication and presentations skills by Orange organization (2020), Excel course (26 hours) by Orange Organization, ICDL.

Spoken languages:

language	Reading	Writing	Listening	Conversation
English	Specialist /fluent	Specialist /fluent	Specialist /fluent	Specialist /fluent
Turkish (B2 certificate from 7 Aralik University is available)	Advanced	Advanced	Advanced	Advanced
Arabic	Native	Native	Native	Native

Experience:

English-Arabic translator at the International Blue Crescent Relief and Development Foundation

(2018- 2020) (experience certificate is available): My Job involved translating weekly feedback reports, PRs (purchase requests), monthly activity plans, the center’s databases, activity reports and news bulletins success stories, and annual and periodical reports.

English-Arabic translator at the Sons of War (2015-2017): My tasks involved translating weekly and monthly reports, monthly data, and success stories, and brochures in close coordination with the project management team.

English Arabic translator at Dar Elshifaa Rehabilitation Center (2013-2015): My job involved translating social media posts, fund raising campaigns, medical reports, and medical prescriptions.

Freelance Translator with “350” Organization (a climate movement based in the United States of America that has offices all over the world, including Turkey) during the years 2014 till 2017 (experience certificate is available) and with the Syrian Campaign during the years 2015-2016 (experience certificate is available) : during those years I translated news articles, press releases, video subtitles, documentaries and various campaigning materials using many very advanced translation tools and websites.

-I also:

*Worked as a freelance translator during the first years of the SYRIAN WAR with many freelance journalists and news outlets on the front lines in Eastern Aleppo,

* Volunteered as a translator with Radio Free Syria which is a web-based radio channel that broadcasts news about Syria in English,

* Worked as a part time translator of commercial correspondence, product catalogues... with many merchants and factories in Aleppo city 2005-2010

*Translated movies for an American based translation company named Sferia.com and worked as a translation editor for Netflix.

English Language Teacher 2009-2013: After taking the National Teacher Selection Exam by the Syrian Ministry of Education in 2010 (similar to KPSS exam in Turkey), I was appointed as an English Teacher in a state high school in Aleppo Province, Syria. **I also taught English in “Umut Gecici Egitim Merkezi” in Turkey from 2013 till 2015.**

Project Assistant (grants) at MIDMAR organization 2021: My job involved researching prospective grant makers, preparing fund opportunity analysis, designing projects, writing project concept notes and proposals, following up with the implementation process of awarded projects, quality checking of monthly progress reports, quarterly reports and end-of-projects report before submitting them to donors.

Livelihood PAS (productive assets support) assistant at Orange organization (2020-2021): My job involved conducting PAS assessment sessions with predefined beneficiaries who demonstrate interest in entrepreneurial activities, organizing HBB business trainings in collaboration with business trainers, advising beneficiaries on writing business proposals after explaining the basics of business proposals, translating proposals into English and filling out Committee review forms, in addition to many other related tasks...

Project assistant (outreach) at IOM (the International Organization for Migration 2022

Computer Experience:

General	CAT (computer aided translation) Tools	Subtitling software
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Word, Excel, PowerPoint, Access, Outlook	Omega T, Across, Trados , Metacat.com., Amara.com , wordbee.com	Subtitle Workshop, Subtitle Edit, Aegisub, Express scribe, Visualsubsync, SRT Editor, Virtualdub, Autogk
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References: references can be provided upon request