



# Mohammed Abdulla Alahmad

English-Arabic Translator and Teacher

## Professional Profile

A holder of three academic degrees: a 4-year BA in English Language and Literature, a 1-year educational qualification program, and a 2-year MA in Translation Program. Has an 8-year teaching experience at several private and international schools. Has a unique way of delivering information due to public speaking skills. Has translated over 400.000 words so far. A highly dedicated multi-tasker and hard worker. Able to work under pressure, to handle a variety of organizational and administrative tasks, and to meet deadlines. A proficient user of office equipment and computer skills. Has excellent, bilingual communication skills, both verbal and written. Able to build good relationships with clients. Proficient at consecutive and simultaneous interpretation. Converts text and audio recordings into translated texts and ensures they convey original the meaning and tone. A remarkable mastery of the skills of language and translation.

## Competencies

### IT Skills

Microsoft Office  
Internet  
CAT Tools



### Languages

Arabic  
English  
Turkish



## Interests

Music, reading, current affairs

## Career Summary

On-call Interpreter

2019 – present

International Organization for Migration, Istanbul/Turkey

### RESPONSIBILITIES

- Provide direct interpretation and translation services for refugee training sessions / refugee processing interviews
- Provide direct bilateral and multilateral interpretation services.
- Facilitate the two-way communication by maintaining professionalism, diligence, impartiality, objectivity, and being cooperative and courteous to both participants and trainer.
- Assist in secondary, related tasks, such as informing the applicant(s) for the schedule of programs and assist them with their needs

Native English Teacher

2017(8) – 2019(6)

Mektebim Private School, Istanbul/Turkey

### RESPONSIBILITIES

- Supervise classes to ensure all students are learning in a safe and productive environment.
- Organize supplies and resources for lectures and presentations.
- Plan and implement educational activities and events.
- Attend parent-teacher meetings.
- Evaluate and document students' progress.
- Allocate and grade homework, assignments, and tests.

 Supervisor of Language Arts 2013(8) – 2015(8)  
 Al-Marah Educational Institution, Aleppo/Syria

**RESPONSIBILITIES**

- Develop and sustain appropriate structures for management, consultation, decision-making and communication with staff and students.
- Adhere to the regulations and procedures of school.
- Ensure the highest levels of quality, integrity and ethics in education.
- Ensure all staff have access to the necessary support to enable them to contribute fully and develop their skills and experience.
- Ensure a safe and healthy environment for both staff and students.

 Chief Editor 2011– 2015  
 Al-Furkan Bookshop, Aleppo/Syria

**RESPONSIBILITIES**

- Read given material and research academic terminology.
- Ensure translated and written content conveys original meaning and tone.
- Prepare subtitles for videos and workshop presentations.
- Proofread translated texts for grammar, spelling and punctuation accuracy.

## Education

---

 MA in Translation Studies 2013 – 2015  
 Aleppo University, Aleppo/Syria

**ACHIEVEMENTS**

- Completing two translation projects with the highest grades in the graduating class.

 Educational Qualifying Diploma 2010 – 2012  
 Aleppo University, Aleppo/Syria

- Completing a forty-five hours of teaching in a practical educational program.





 BA in English Language and Literature 2007 – 2010  
 Aleppo University, Aleppo/Syria

**ACHIEVEMENTS**

- Winner of Al-Basel Certificate for Academic Excellence for ranking third in the graduating class.

## Courses

---

-  "Preparing to Manage Human Resources by University of Minnesota on Coursera.  
<https://www.coursera.org/account/accomplishments/certificate/WMBSWDVEF4FZ>
-  "Effective Problem-Solving and Decision-Making by University of California, Irvine on Coursera.  
<https://www.coursera.org/account/accomplishments/certificate/BVBHDZKA7YQ8>
-  "Initiating and Planning Projects by University of California, Irvine on Coursera.  
<https://www.coursera.org/account/accomplishments/certificate/KBF7MTNQANDV>
-  "Strategic Career Self-Management by The State University of New York on Coursera.  
<https://www.coursera.org/account/accomplishments/certificate/8KTLUNXF2VKK>

## Volunteer Work

---

Subtitle Translator at Ted Conference LLC

Subtitle Translator at California Academy of Sciences team