

WORK EXPERIENCE

Translator, Self-employed (April 2016 – Actual)

Taking jobs in translations from Arabic, Swedish, English to French and from Arabic, English, French to Swedish.

Jury member, Södertörn's Tribunal (January 2016 – Actual)

Taking part in different lawsuits and the verdicts.

Private tutor, SmartStudies (January 2015 – Actual)

Helping students with Mathematics, Religion, French, English, Swedish and Arabic. In different schooling levels from primary school up to last year of secondary school.

Tutor, Sunnerby School, Sorunda (February 2016 – June 2016)

Helping newly arrived foreign students to adapt to the Swedish school life by explaining the different school subjects. Actual Students are French.

Artworker final work, Soya Kommunikation (April 2011 – September 2012)

Temporary employment in artwork, image processing, webdesign, mapping with vectors, research and purchasing of various images on the net. Three months' internship included in the period.

Graphic, Lindkvist&Co (March 2009 – Actual)

Freelance-like single missions with PowerPoint, Flash and 3D.

Warehousing and logistics, Tamro (June 2010 – August 2010)

Summer job during which I was responsible with orders' control, transport booking, meeting with conveyor, paperwork such as waybills, dangerous goods declarations, delivery notes' printing etc... As well as forklifting.

Graphic, Huddinge Kommun (September 2007 – November 2007)

Internship. All steps in the printing process from prepress to finished product.

Different positions, Various companies 1999 – 2010

Professional experience in different industries such as food and pastry productions, packaging, mailing, etc.

EDUCATION

Vocational training

January 2015 – October 2015

Practice Enterprise, Iris Hadar Södertälje

Learning by doing is the school's motto. We get introduced into the area of administration, such as finance assistant, payroll administrator, marketing assistant, accountant, administrator, etc.

Graduation

August 2006 – December 2007

Graphic Artist / Printmaker, Xenter in Tumba

Industrial Printing Process, 300 credits

A postsecondary vocational education. Theoretical and practical knowledge of the whole graphical output in the printing process.

Single College courses in the graphic industry

Högskolan Kristianstad (Kristianstad University)

Grafic Design II, 7.5 credits: Typography and color management in graphic styles.

Mittuniversitetet (Mid Sweden University)

Computer Technology / Informatics, 7.5 credits: Information technology such as how computers work and how they look like in the inside. Also how to build web pages with HTML and create Excel documents in different difficulty levels and formulas.

Graphic Arts Technology, 7.5 credits: General knowledge about light, colors, printing and imaging with Photoshop and InDesign etc.

Södertörns Högskola (Södertörn University)

3D-graphics & Animations, 7.5 credits: Design and animation in 3D with Maxon Cinema 4d.

Media Technology & Web publishing, 7.5 credits: Image processing and home page creation with Dreamweaver and HTML coding.

Other single college courses

Kungliga Tekniska Högskolan (Royal Institute Of Technology)

Three Database Administration courses, 9 credits: Database Administration with SQL-coding and Oracle software.

Södertörns Högskola (Södertörn University)

Business Administration A, 15 credits

OTHER

Newsletter Editor, Yennenga Progress (October 2013 – Actual)

Non-profit job. Main tasks in addition to the newsletter: layouting, image editing, proofreading (English, Swedish), translations (into French) and data management.

Forumadministrator/Moderator, BigPoint, Farmerama (Mars 2010 – Maj 2010)

Online gaming moderator where my main tasks were to help the players with solving their gaming problems and troubleshooting as well as translating the news from English to Swedish and post it in the forum. OTRS and ACP were the main mailing system and platform.

Supervisor course, Skolverket (January 2016 – January 2016)

Online course on being a good supervisor for trainees.

Driving licence: B

Forklift licence: Forklift trucks A (2 – 4) och B (1 – 3)

LANGUAGES

The different proficiency levels for the languages named below are for both the written and the verbal.

Arabic – Mother tongue

French – Fluent

English – Very good

Swedish – Fluent

German – Basic

Spanish – Basic

CURRICULUM VITAE

HOUDA DEKHLA

Adress: Hålvägen 26, 14753 Tumba

E-post: houda94@hotmail.com

Telnr: 0735444087

COMPUTER SKILLS

Computers: Both PC and MAC

Operating systems: All

Software: General competence ● Visma ● Microsoft Office, all softwares and suites.

Image Editing Softwares: Maxon Cinema 4d ● Adobe Illustrator ● Adobe ImageReady
● Adobe InDesign ● Adobe Photoshop ● Adobe Flash

Programming languages: BASIC ● Pascal ● HTML ● SQL ● ActionScript ● CSS

Editing tools: Adobe Dreamweaver ● MS FrontPage

Hard- & softwares: Both installations and uninstallations

Extra: CD/DVD burning with software such as Nero, DVDshrink m .m. ● Video and audio file editing and konversions.

WEB PAGES / PORTFOLIO

Images: Some uploaded pictures showing my skills as an image editor.

Images: My pictures done for Soya Kommunikation's customers.

3D graphics: Picture gallery in Flash for pictures made in 3D.

Virtually printed materials: I designed two magazines (one if them is a toys advertisement) that I printed with a digital printing machine. I designed them virtually in 3D as well.

Printed materials: Finished work samples in the form of short, brochures, books, etc.

Company site (AM Styling): A suggestion for a company's website made in Flash.

Graphics standard: In PDF format. An imaginary company created as a task in order to complete the course "Graphic design II".

