

PERSONAL INFORMATION

Suleiman AL-Zu'bi

 Dhunaibbeh Village, west neighbor hood., Ar-Ramtha (Jordan)

 00962795836302

 sulaimanalzoubi170@gmail.com

Sex Male | Date of birth 07/12/1980 | Nationality Jordanian

JOB APPLIED FOR

Translator, English Trainer, Head of Community of Health Workers, Community Awareness Officer or Community Mobilization

WORK EXPERIENCE

01/02/2011–31/12/2012

Written translation from English into Arabic and vice versa, at some cultural centers in Irbid city.

Cultural and educational centers in Irbid city., Irbid (Jordan)

07/02/2013–18/08/2013

English teacher at high school for boys.

The Ministry of Education, Ar-Ramtha city. (Jordan)

01/06/2013–01/01/2014

English- Arabic translator / medical translator

MSF/ Holland, Ar-Ramtha / Ar-Ramtha Governmental hospital (Jordan)

- Doing the translation of the medical documents from English into Arabic.

- Medical interpreter during the doctor's rounds in the department of the Syrian refugees at Ramtha Governmental hospital.

- Doing the consecutive interpretation for the mental health officer during his counseling sessions between him and the Syrian patients.

- To ensure appropriate written translation of mental health documents.

09/02/2014–20/12/2015

English teacher at high school.

The ministry of Education., Ar-Ramtha (Jordan)

20/12/2015–Present

Translator, Interpreter, community mobilization officer and focal point

MSF/ Spain, Ramtha (Jordan)

- Supporting different departments in the project.
- Interpreting staff meetings and any other meetings in the field.
- Interpreting the training, whether in the office or at the NCD or PHCC clinics.
- Translating different types of documents.
- Doing the home visits with medical teams.
- All the above duties besides;
- The participation in the organisation of staff training or meeting, assisting in the preparation of speeches and other presentations related to the referral events by the field-Co and IEC officer contribute in building up a database for referral cases, to easily follow-up cases and have perfect communication means with other INGOs/NGOs;
- contributing to build up a database for referral cases, to easily follow up cases and have perfect

communication means with other INGOs/NGOs;

- Assisting /supporting the IEC manager in MSF/Spain representation, develop contacts and build up/improve MSF/Spain relationships with governmental bodies and partners at local levels.
- Prepare minutes of meetings for each meeting held by either INGO, CBOs or the local authorities.
- Assist the Field-Co or any other non-Arabic speaker of the MSF/Spain staff for interpreting during meetings (internal/external) and the team discussions and talks during the monthly staff meetings.
- Supporting the data entry in entering the data collected by the team of the IEC department.
- Supporting the IEC team to accomplish some of their activities.
- Carrying the consecutive interpretation of the psych-social sessions in the community.
- Attending the sessions of mental health treatment.

20/05/2016–Present **Head of Community Health workers**

MSF/Spain, Ramtha City (Jordan)

In addition to my previous responsibilities and duties as a translator and community mobilizer, the organization has assigned to me the following duties and tasks:

- Attending the meetings with the Community Health Workers.
- Managing the tasks of the Health Community Workers used to do.
- Planning for the health education sessions in the community.
- Organizing discussion groups about Diabetes, Hypertension, cardiovascular diseases and Asthma, to be given by the health educators.

07/09/2016–Present **English Trainer**

MSF/Spain, Ramtha (Jordan)

My main responsibility as an English teacher is to help my students understand English, speak it and be able to write and read it.

The typical duties include:

- Advising student on career issues.
- Organising and delivering classroom lectures to students.
- Evaluating a students' class work and assignments.
- Preparing classroom and coursework materials, homework assignments, and handouts.
- Recording and maintaining accurate student attendance records and grades.
- Classroom management.
- Developing English lesson plans in line with the National Curriculum.
- Maintaining discipline in the classroom.
- Creating a vibrant teaching atmosphere.
- Preparing and setting tests.
- Examination papers and exercises.
- making and providing appropriate feedback on oral and written work.

30/10/2016–03/11/2016 **Community Engagement Training**

MSF/Spain, Ramtha (Jordan)

Contents

- What is community engagement?
- Understanding community engagement theory.
- Why do people participate?
- What does good engagement look like?
- Engaging communities on difficult issues.

- Why does bad engagement matter?

01/11/2016–Present

Human Resources Duties

MSF/Spain, Ramtha (Jordan)

- Handling H.R duties, interviewing, keeping employees' files, vacations, bonuses, efficiency reports according to MSF standards.
- Translating documents from Arabic to English and vice versa.
- Keeping records of incoming and outgoing correspondences, composing an updated list of contacts, phone numbers, addresses, and employees' personal files.
- Organize staff training sessions, workshops and activities.
- Provide staff orientations.

EDUCATION AND TRAINING

16/09/2013–05/01/2016

Master's Degree in Translation

Yarmouk University, Irbid (Jordan)

General translation from English into Arabic and vice versa.

26/09/2009–12/08/2012

Bachelor degree in Translation from English to Arabic and vice versa.

Yarmouk University, Irbid (Jordan)

- Acquiring different and multiple techniques in translation, whether from E/A or vice versa.
- Practicing on consecutive and simultaneous translation.

23/09/2004–23/01/2008

A Bachelor degree in Children Education.

Yarmouk University, Irbid (Jordan)

-How to deal, communicate, bring for and teach children under 11.

03/03/2008–25/05/2008

International Computer Driving License (ICDL)

Al-Ahram center under license from Talal Abu Ghazaleh Group and the ministry of Education., Irbid (Jordan)

-Windows-Printing-Excel- Access-Internet Applications.

24/02/2013–24/03/2013

Consecutive and Simultaneous Interpretation Course.

Talal Abu Ghazaleh Group, Amman- Jordan, Amman (Jordan)

- Consecutive and simultaneous interpretation of different topics from different disciplines.

01/03/2016–03/03/2016

Training in Time Management

MSF/Spain, Ramtha (Jordan)

- Time is a Limited Resource.
- When You Aren't Rushing – You will be more effective.
- Time Management Cuts Stress.
- Understanding Time Management Leads to Better Decisions.

04/10/2016–05/10/2016

Training in Cross Cultural awareness.

- MSF/Spain, Ramtha (Jordan)
- What is Cultural Awareness, anyway? How do I build it?
- Degrees of Cultural Awareness.
- How Do I Manage Cultural Diversity?

PERSONAL SKILLS

Mother tongue(s) Arabic

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	C2	C1	B2	B2
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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

- Ability to work under pressure.
- A good ability in communication with others.
- Team work: Experience in handling student group, especially in teaching.
- Keen to learn.- Good handling with different types of texts, especially in translation.
- Proactive.
- Capacity to work in an multidisciplinary and multicultural team.

Job-related skills

- I can handle and manage different kinds of people, especially if the work directly connected with the community.
- I have good relationships and contacts with people in Ramtha city, whether they are Syrian or Jordanian.
- Familiar with all places and the most influential persons in the community.
- Being familiar with the habits, traditions and the culture of both communities as well, is a good way to identify where to go and what to do.

Digital competence

Competent with most Microsoft Office programs and some experience with HTML.