

# Haifa Mustafa Abu Khdair

Freelance Translator

## Contact

### Address

Jordan

### Phone

+962798408653

### E-mail

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### LinkedIn

linkedin.com/in/haifa-khdair-68559b97

## Skills

Good at computer skills  
(Microsoft Office)



Very Good

Excellent at painting and  
crafts



Excellent

Good communication skills



Excellent

Analysis and research



Excellent

Cultural intelligence



Excellent

## Software

Subtitle Edit



Good

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Hardworking and passionate bookworm with strong organizational skills eager to secure English translator position. Ready to help team achieve company goals.

## Work History

### Freelance Translator

*self-employed, Amman*

- Applied cultural understanding to discern specific meanings beyond literal written words.
- Reviewed final works to spot and correct errors in punctuation, grammar, and translation.
- Translated documents from English to Arabic.
- Used translation software to verify complex terms and expedite communication process.
- Researched cultural etiquette and specific use of slang words.
- Attended training programs to improve professional knowledge and interpretation skills.

### English Teacher

*University of Jordan Library*

- Arabic tutor for non-Arabic speakers
- Elementary school substitute teacher
- University of Jordan, The Department of Deposit collection. Digital archiving of UN documents; Master and Doctoral Dissertations abstracts.

### Artist

*self-employed*

## Education

2011-09 -  
2016-04

### Bachelor's Degree: English Language and Literature

*University of Jordan*

2011-04

### Diploma: Graphic Design

*Princess Sarvath College*

### Diploma: Pharmacy

Photoshop

Very Good

Illustrator

Good

Al-Khawarizmi College - Amman

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## Certifications

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The Leading Arabian Trading Company, 2013  
Perfect Translation Training Programme (PTTP)

Basic principles of translation course, 2023

Cat tools principles course, 2023

French language course for beginners

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## Additional Information

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- Awards/Honors: , Second place award in World Archeology Congress art Competition, 2013.
- First place award in British Council competition for university students.
- Avid reader and art enthusiast