

CV

Personal Information /

Name	Maram Suhail AlJedi
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Current Location	Ankara, Turkey

Education

09/2021- Present	MA. International relations – Altinbas University
09/2017 - 07/2018	Post-graduate Degree in Translation Palestine University
1/9/2012- 24/07/2016	Bachelor's degree in Physiotherapy
09/2011- 02/2012	Associate degree , Rutgers University – USA, New Jersey English Literature and Creative writing
1/9/2010 -25/5/2011	High school certificate (United Arab Emirates) American curriculum Scientific stream

Qualifications and Training /

- Google Project Management: **Professional Certificate - 2021**
- Online course- By *Udemy* - “**Schedule Management**” - 2021
- Online course- By *Udemy* - “**Time and Task Management: Time Management Techniques**” -2021
- UNRWA (SMET) - Training Diploma in “**Project management**” - 2018
- Online course- By Coursera - “Understanding International relations Theory ”- 2021- Assistant Professor Timofei Bordachev , HSE University.
- Online course- By *Udemy* - “**Website Localization for Translators**”- 2018
- Online training course -*Udemy* -“**The Complete Search Engine Optimization Bootcamp**”- 2018
- Online course- *Linkedin Learning*- “ **Salesforce: LinkedIn Sales Navigator Integration, Evaluating KPIs and metrics**”- 2018
- Online training course- *Udemy*- “**Web Content Generation, Translation and Localization, Consulting Foundations: Client Management and Relationships**”- 2017
- Online Training course - *Udemy* - “**Translation Career course**” – 2016
- Training course at YMCA organization “**Christian studies and theology**”- 2016
- Mandatory College course- “**Hebrew Language skills, Advanced Hebrew Course**”- 2014 - 2015
- Training course, “**Project Management Professional (PMP)**”- LEORON Institute UAE, 2011.
- IT Training courses, “**HTML, Dream weaver, Adobe Flash Player, photoshop for beginners, Advanced photoshop Techno specialist**” – AlDafrah Private School, UAE, 2010-2011
- Training Course “**Research Methodology**”-Islamic University of Gaza, 2012
- **TOEFL ibt**- score: 92
- **IELTS** – score: 8
- **American Diploma graduate** – GPA : 96%

Technical Skills /

- 9 years of experience in translation, Reviewing, Editing, and interpreting.
- Creative writer and copywriter.
- Expert in demonstration and negotiation skills.
- Expert user of Microsoft office, Gmail, and CAT tools.

Languages/

-Arabic: Native / Bilingual

-English: Native / Bilingual

- Hebrew: Native

Work Experience /

I. Contract based projects/ Part-time jobs: (Major Projects I participated in only):

#	Project	Details	Year
1	Irish ICT company. Software manuals, Information system materials.	Type of Service: Translation Total of 30 K words	January 2023
2	Financial company in Ireland : Fund prospectus, annual reports, investor documents, fund factsheets, corporate annual reports, and others.	Type of Service: Translation Total of 70 K words	November-December 2022
3	Procedure for Clinical Trials in Human Subjects	Type of service: Translation Total of 10 K words	August 2022
4	Political articles and Journals for a press website	Type of Service: Translation Total of 15 K words	June 2022
5	Legal Application for a care or supervision order and other orders under Part 4 of the Children Act	Type of service: Translation Total of 12 K words.	May 2022
6	COVID-19 Vaccine trials. Patients Consents, Questionnaires, Protocols.	Type of service: Translation Total of 25K words	September 2020- November 2021
7	Policies, and Legal Statements for a leading law company in Turkey	Type of service: Translation Total of 30 K words	May 2021
8	ET solar international co. limited. Director's report and Audited financial statements for the fiscal year ended 31/12/2019	Type of service: Translation Total of 35 K words	March2020-April2020
9	Cosmetic, and herbal products website. Products and their description	Type of service: Review Full-time basis	Oct 2019 - May 2020
10	Biblical books Translation "Dag Heward-Mills books"	Type of service: Translation Total of 150K words	April 2019 - Oct 2019
11	Amazon website translation	Type of service: HT 200K words	October 2018-July 2019

II. Full Time jobs:

1- Interpreter (Dec 2020- June 2021)

Working as an interpreter for 6 hours per day. My duty as an interpreter was to receive direct calls from various clients. It included interpreting through examination sessions, assessments, banking procedure, police investigations, case management with social worker, messages, etc..

2- Clients Activity Manager Lexperts Group Ltd. (May 2020- Dec 2020)

My duties included improving customer experience, engaging in day-to-day communications with customers; answer their questions, manage conflicts and collect feedback. Identifying sales opportunities, assist the marketing team and create plans. Analyze financial budgets and issue reports to management. Negotiate with vendors, as well as identify customers' needs, and build long-term relationships with key clients.

3- [English to Arabic Reviewer at Akorbi (October 2019- April 2020)

I worked with them as a Full-time reviewer, my duties included reviewing already translated files and creating scorecards for each file, and attending weekly meetings with the team for project related discussions. Perform QA measure and ensure quality outcomes of all our work.

4- Quality Control Manager– Body, Mind, & Spirit organization– April 2017- September 2019

I worked remotely as a Quality Assurance Quality Control Manager where my main duty was to set the standard for language quality at the organization, and perform quality assurance of translated documents in accordance to terminology and functionalities. Translate, edit and proofread various documents once needed. Updating changes and liaising with various departments to implement new changes. Liaising with vendors and clients to assure quality control measures. Manage the cooperation and work with external partners. Additionally, I had to ensure that all the documents or texts are flawless and does not contain any sort of errors as well as ensure proper word choice, and that all texts address the target audience, as well as ensure proper localization.

5- Senior Project Manager/ - Lead Link co. Feb 2017

My duties as a Senior Project Manager includes setting-up strategic input and actions, reviewing and enhancing programs content, design and management, training individuals and enhancing their capabilities, creating evaluation reports, In addition to providing technical assistance to partners in assessing the strength of their approach, and following-up team members.

I was also responsible for generating qualified leads. I also handled B2B sales and maintained the relationship between the clients and the company. This experience also enabled me to cultivate my skills in recruitment and leadership, as well as in evaluating potential candidates and team members

6- Project Manager Team Lead - Skills Silo ICT Company. Oct 2017

I was responsible for a Team composed of professional freelancers from different specialties (Translator, Writers, Graphic Designers, Video editors, programmers, Social media experts, and SEO experts), My main duties was to act as a liaison between the Team and the clients and follow-up their work progress, make sure the project is delivered with the highest standards and according to the client's guidelines, and I also ensure that my team get exposed to training courses that would improve their abilities and capacities. Additionally, I worked as a content editor for the company.

7- Mentor / Head of Translation Department United States Center. Jan 2016

As a mentor and Head of Translation Department, I am responsible for providing advice, guidance, and feedback to junior and senior translators, ensure that team is working in a multidisciplinary matter relationship, and act as a sounding board for ideas and action plans.

Provide continues training to team members, and participate in highly confidential translation projects.

8- Legal Translator, Interpreter and Executive Secretary

(Humaid Darwish Advocates and legal consultant - UAE) Jun.2012- Sep.2012

I was responsible for Translating Legal documents, interpreting from Arabic to English and vice versa during meetings and other occasions, Along with other Secretary duties such as scheduling meetings arranging files, receiving and replying to emails and inquiries.