

PERSONAL INFORMATION

Kawther Farahat

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Sex Female | Date of birth 27/02/2000 | Nationality Palestinian (Autonomous Palestinian Territories)

JOB APPLIED FOR

Arabic-English Translator

WORK EXPERIENCE

23/07/2018–Present

Online Freelance Translator

Online

- Identifying and resolving conflicts related to the meanings of words, concepts, practices, or behaviors.
- Referring to reference materials such as dictionaries, lexicons, and encyclopedias.
- Compiling terminology and information to be used in translations, including technical terms such as those for legal or medical material.
- Discussing translation requirements with clients, and determining any fees to be charged for services provided.

23/09/2017–Present

Presentation Maker

Online

- Working proficiently on programs such as Prezi, Powerpoint, Corel, Haiku Deck, SlideDog, SlideRocket, and keynote.
- Working with the Marketing team, Sales teams, and Designers or within the Client Services department to ensure that all branded presentations are created to a high standard.
- Creating images, charts, and infographics that more effectively communicate key messages and which can be incorporated into presentations.
- Designing presentations for company-wide and investor events using company branding guidelines.

08/07/2017–Present

Designer

Self-employed, Gaza (Autonomous Palestinian Territories)

- Working with clients, briefing and advising them with regard to design style, format, print production, and timescales.
- Developing concepts, graphics, and layouts for product illustrations, company logos, and websites.
- Presenting the design to clients or the art director.
- Producing drafts, prototypes, and engaging design solutions.

27/02/2017–Present

Arabic-English Translator

Self-employed, Gaza (Autonomous Palestinian Territories)

- Translating a variety of documents including literary, legal, research, technical, scientific, educational, and commercial materials.
- Reading material and researching industry-specific terminology.

- Ensuring translated texts conveys original meaning and tone.
- Using suitable translation types with each field of translation.

08/02/2017–Present English-Arabic Translator

Online

- Compiling information, such as technical terms used in legal settings, into glossaries and terminology databases to be used in translations.
- Using specialist dictionaries, thesauruses, and reference books to find the closest equivalents for terminology and words used.
- Following various translation-equality standards to ensure legal and ethical obligations to the customer.
- Examining written documents for meaning and recreate this meaning in the Arabic language.

24/09/2016–Present Tutor of English

Self-employed, Gaza (Autonomous Palestinian Territories)

- Devising, writing and producing new materials, including audio and visual resources.
- Helping pupils improve their listening, speaking, reading and writing skills via individual and group sessions.
- Creating a vibrant teaching atmosphere.
- Providing appropriate feedback on oral and written work.

25/01/2016–Present Photographer

Self-employed

- Using various photographic techniques and equipment.
- Editing and retouching images.
- Reproducing and framing photographs.
- Taking pictures and videos.

29/07/2014–Present Prezi Trainer

Self-employed, Gaza (Autonomous Palestinian Territories)

- Having different and effective technics for training.
- Designing and expanding training and development programmes based on the needs of the individual.
- Staying abreast of the new trends and tools in Prezi.
- Identifying training needs by evaluating strengths and weaknesses.

28/01/2013–Present Embroiderer

Self-employed, Gaza (Autonomous Palestinian Territories)

- Operating sewing machine to embroider a name, initial, or decorative designs on garments, household articles, material, or uniforms.
- Selecting the right type and size of embroidery stencil to use for each design.
- Selecting the right type of materials to perform embroidery on, in accordance with the specifications provided on the work order.
- Placing fabric in a frame instead of embroidery hoop to keep the fabric taut.

EDUCATION AND TRAINING

14/07/2018–Present Conversation Course

Islamic University of Gaza "IUG", Gaza (Autonomous Palestinian Territories)

- Starting a conversation.
- Pronouncing words correctly.
- Speaking more confidently.
- Learning phrases that help with my fluency.
- Practicing listening more attentively.

05/09/2017–Present

B.A.in English Literature

EQF level 6

Islamic University of Gaza "IUG", Gaza (Autonomous Palestinian Territories)

General

- Hebrew Language, History of Palestine, Geography of Palestine, Arabic Library, Studies in Jurisprudence, Sociology, and Arabic Spelling and Grammar.

Occupational

- Academic Reading, Academic Writing, Discourse, Linguistic, Phonetics, English Literature, and Criticism.

Skills

- Speaking English fluently.
- Delivering speeches.
- Presenting information in written and spoken forms.
- Writing critics for short stories, novels, and poems.
- Thinking critically.

10/07/2017–Present

English Language 12 Levels Course

United States Educational Center, Gaza (Autonomous Palestinian Territories)

- Mastering fluent English.
- Developing listening skills in English.
- Speaking as a native speaker.
- Developing strong reading skills.
- Communicating with people in English.

17/02/2018–27/05/2018

Translation Course

Islamic University of Gaza "IUG", Gaza (Autonomous Palestinian Territories)

- Using technological, documentary and terminological resources in order to be able to translate and interpret.
- Mastering the aspects related to the historical development, theoretical basics and Linguistics of translation and interpreting.
- Writing skills and command of grammar.
- Understanding written sentences and paragraphs in work related documents.
- Speaking and writing English proficiently.

26/09/2017–18/04/2018

Academic Writing Course

Online, Gaza (Autonomous Palestinian Territories)

- Writing authentic academic essays.
- Writing creatively.
- Using the correct words.
- Expressing ideas clearly in an academic format.
- Conducting rigorous academic research.

23/06/2017–05/12/2017

Proficient Swimming Course

Namaa Swimming Pool, Gaza (Autonomous Palestinian Territories)

- Learning how to stay safe and know how to call for help.
- Treading water with arm and leg actions.
- Entering the water by jumping or stepping from the side.
- Swimming underwater.
- Swimming longer distances.

05/11/2017–25/11/2017

Photoshop Course

Art Top Center, Gaza (Autonomous Palestinian Territories)

- Editing an image.
- Capturing a portrait image with the optimum background tone.
- Transforming a simple snapshot into a professional quality folio photograph.
- Designing a website.
- Preserving the shadow of an object and transplanting it to a new location to create a realistic composite image.

05/05/2017–19/07/2017

Photography Course

Pixel Center, Gaza (Autonomous Palestinian Territories)

- Mastering the manual mode.
- Relying on the camera to set exposure.
- Understanding stops of light.
- Using the blinkies.
- Taking an exposure.

27/08/2016–04/06/2017

High School Certificate"Injaz"

EQF level 3

Basheer-Al-Rayyis High School, Gaza (Autonomous Palestinian Territories)

General

- Arabic, English, Arts and Crafts, Islamic Education, IT, Physical Education, and Management and Economics.

Scientific Stream

- Chemistry, Physics, Biology, and Mathematics.

21/07/2015–16/08/2015

Public Speech Course

AMIDEAST, Gaza (Autonomous Palestinian Territories)

- Preparing voice for public speaking with practical drills and warm-up exercises.
- Mastering the body language through self-awareness.
- Making information easier to absorb using narrative, framing and focus techniques.
- Delivering much more influential, memorable and convincing presentations and speeches.
- Handling difficult questions professionally.

21/08/2013–16/08/2015

The English Access Micro-scholarship Program "Access"

AMIDEAST, Gaza (Autonomous Palestinian Territories)

- Gaining proficiency in the English language and developing other communication skills.
- Understanding of U.S. culture and society.

- Improving performance in regular school classes.
- Thinking critically and in an open-minded way.
- Practicing the English language proficiency.

26/11/2013–16/12/2013

Prezi Course

Online, Gaza (Autonomous Palestinian Territories)

- Designing an incredible Prezi presentation.
- Adding texts, images, shapes, and charts.
- Including multimedia elements.
- Applying and modifying themes.
- Using Prezi Desktop and prezi.com.

03/10/2013–14/11/2013

Arabic Handwriting Course

Online, Gaza (Autonomous Palestinian Territories)

- Drawing Arabic letters creatively.
- Analyzing and identifying the different Arabic tpestyles.
- Learning the basic roles in the Arabic font.
- Writing in the Naskh and the Rruq'a scripts.
- Improving the handwriting generally.

13/03/2013–13/04/2013

Delivering Poetry Course

Beach Prep School, Gaza (Autonomous Palestinian Territories)

- Using body functions and structures tor purposeful movement.
- Pronouncing the words clearly and correctly.
- Using sound level efficiently.
- Using facial expressions when it is necessary.
- Taking the poet's role.

PERSONAL SKILLS

Mother tongue(s) Arabic

Foreign language(s)

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

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

- Speaking in public, to groups, or via electronic media gained through the public speaking course.
- Using body language, eye contact, hand gestures, and tone of voice proficiently gained through conversation course.
- Good listener gained through conversation course.
- Talking confidently in front of large groups gained through the public speaking course.
- Excellent written and verbal communication skills gained through my experience as a tour.

Organisational / managerial skills

- Ability to work under pressure gained through my work as an Online Freelance Translator.
- Time management gained through my study at university.

- Team leader and team player gained through conversation course.
- Self-motivated, hard-working individual gained through my own life.
- Organizing people, information, or events gained through my work as a tutor.

Job-related skills

- Communicating perfectly with clients and agencies gained through my work as a freelance translator.
- Keeping files, personal details and any other sensitive material confidential and safe gained through my work as a translator.
- Using various methods and techniques of translation gained through translation course.
- Knowing of computer and media gained through photoshop and Prezi courses.
- Interpreting and translating any text of any kind from Arabic to English and vice versa gained through my work as a translator.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid

- Professional user of Microsoft Office.
- Touch typing speed 32 words per minute.
- Good command of photo editing.
- Converting file formats.
- Branding myself.

Driving licence

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ADDITIONAL INFORMATION

CAT Tools

- Kilgray MemoQ 2015 R2
- SDL Trados Studio 2017 SP1
- WordFast Pro

DTO Tools

- Adobe Illustrator CC 2017
- Adobe Photoshop CC 2015
- Foxit PhantomPDF Business

References

- References are available upon request.