



Izzeddin Almassri

Nationality: Palestinian (Autonomous Palestinian Territories)

Phone: (+91) 7303341466

Date of birth: 31/03/1998

Gender: Male

Email address: izzedinalmassri@gmail.com

Skype : live:e.a.d98_1

LinkedIn : <https://www.linkedin.com/in/izzedin-almassri/>

Address: International Hostel, Nehru Road, Chrompet, 600044 Chennai (India)

ABOUT ME

English<>Arabic Freelance Translator

WORK EXPERIENCE

English<>Arabic Freelance Translator

A2Z, LTD. [23/01/2019 – Current]

- Translating a variety of documents including literary, legal, research, technical, scientific, educational, medical and commercial materials.
- Proofreading, editing, and revising translated materials.
- Translating online, video, and television media by providing subtitles and transcribing.
- Being strict to all charts, graphs, and images and assuring that format is impeccable down to the smallest detail.
- Meeting deadlines and must be resourceful and readily available.

English<>Arabic Freelance Translator

Day Translations, Inc. [09/10/2018 – Current]

- Providing perfect translations, this entails understanding the terminology, local conventions, standards, syntax.
- Understanding your target audience.
- Being strict to all charts, graphs, and images and assuring that format is impeccable down to the smallest detail.
- Meeting deadlines and must be resourceful and readily available.
- Keeping abreast of the evolving language by studying and learning the proper use of new words.
- Avoiding contact with any clients or providing them with my personal information.

English to Arabic Freelance Subtitler

Rev.com [26/08/2018 – Current]

- Reading given materials and researching industry-specific terminology.
- Converting videos and audios recordings from English to Arabic.
- Ensuring translated content conveys original meaning and tone.
- Preparing subtitles for videos and online presentations.
- Proofreading subtitled texts for grammar, spelling and punctuation accuracy.
- Editing content with an eye toward maintaining its original format (e.g. font and structure)
- Networking with field experts to stay current on new translation tools and practices

Tutor of English

Self-employed [10/09/2016 – Current]

Address: Khanyounis (Autonomous Palestinian Territories)

- Teaching low achievers to learn the basics of English.
- Training learners for final and midterm exams.
- Checking and assessing pupils' work.

Arabic-English Translator

Self-employed [24/08/2016 – Current]

Address: Khanyounis (Autonomous Palestinian Territories)

- Reading through original material and rewriting it in the target language, ensuring that the meaning of the source text is retained.
- Using specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used.
- Researching legal, technical and scientific phraseology to find the correct translation.

EDUCATION AND TRAINING

B.E in Electronics& Instrumentation Engineering

Madras Institute of Technology- Anna University [07/08/2019 – Current]

Address: Nehru Road, Chrompet, 600044 Chennai (India)

Diploma in Computer In Technology

Gaza Community/ Training College [05/09/2016 – 08/07/2018]

Address: Gaza (Autonomous Palestinian Territories)

Level in EQF: EQF level 4

- **General**

English, Introduction to Computer Skills, Mathematics, Arabic Language, Industrial Supervision, Studies in Arabic/Islamic Thoughts and Entrepreneurship Skills

- **Occupational**

Electrical Circuits, Introduction to Programming, Electronics, Control and Protection Systems, PC Maintenance, Troubleshooting and Repair Techniques and Microprocessor Technology.

- **Skills**

Working closely with network support staff to identify and taking care of network bugs, and designing network expansions, Installing software or hardware, Maintaining and repairing equipment and Troubleshooting different computer issues.

High School Certificate "Tawjihi"

Jenin Secondary School For Boys [05/09/2015 – 10/07/2016]

Address: Khanyounis (Autonomous Palestinian Territories)

Level in EQF: EQF level 3

- **General**

Arabic, English, Islamic Education, IT and Physical Education.

- **Scientific Stream**

Chemistry, Physics, Biology, and Mathematics.

Freelancing Mentorship Training Program

Gaza Sky Geeks [09/09/2018 – 12/03/2019]

Address: Gaza (Autonomous Palestinian Territories)

- Learning the basic skills to become a successful online freelancer.
- Attending intensive mentorship sessions in topics such as building a competitive online freelancing profile, social media marketing, and professional English.
- Taking part in networking and experience-sharing in addition to workshops meetings on trending topics in the field of online freelancing.

Advanced Program for English Language (12 levels) From Cambridge

Al-Salam Training Group The Sole Agent of Cambridge Training College-Britain [27/08/2016 – 06/05/2018]

Address: Khanyounis

- **Integrated skills:** development of speaking, listening and grammar skills in order to speak English with more confidence and clarity.
- **Advanced reading:** improving reading speed, increasing reading fluency and increasing vocabulary and to understand the areas of English that must be mastered to become more fluent.
- **Advanced writing:** planning and writing complex tasks
- **News and world affairs:** newspapers, magazines, the Internet, TV, and radio are used to develop listening, reading and discussion skills.

LANGUAGE SKILLS

Mother tongue(s):

Arabic

Other language(s):

English

LISTENING C1 READING C2 WRITING C2

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- Excellent written and verbal communication skills gained through my experience dealing with different clients all around the world.
Confident, articulate, and professional speaking abilities gained through my experience as a tutor of English.
- Empathetic listener and persuasive speaker gained through my experience working as a tutor of English.
- Writing creative or factual gained through my experience as an Arabic<>English translator.
- Speaking in public, to groups, or via electronic media gained through my experience working as a tutor of English.
- Excellent presentation and negotiation skills gained through my work as a freelance translator.
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JOB-RELATED SKILLS

Job-related skills

- Ability to work under pressure gained through my experience as a Freelancer Online Translator
- Interpreting and translating any text of any kind from Arabic to English and vice versa in addition to subtitling and transcribing.
- Ability to transfer style, tone and cultural elements accurately from one of the two languages to another besides fact-checking and proofreading.
- Being non-judgmental and remain neutral.
- Keeping files, personal details and any other sensitive material confidential and safe.
- Communicate perfectly with clients and agencies.

COURSES

Courses

How To Create Professionally Engaging Content Course

Overview: I have learned what Content Creation is all about, setting up my plan and how to be able to create and use my own Content. I could also end up using these skills in my work for clients.

Skills:

- Learning Basic Content Creation Skills.
- Learning About Physical Publishing.
- Easy Video Editing Methods.
- How To Create Transitions.
- Learning How to Protect my E-Books.
- Understanding the Cover Creation.
- How To Maximize my Audio Quality.
- How To Setup a Membership Site.

Courses

Effective Communication Skills Course

Overview:

- How Communication Works.
- Face-to-Face Communication.
- Telephone Communication.
- Written Communication.
- Questioning and Listening Skills.
- How to be an Effective Communicator.
- Overcoming Communication Problems.
- Getting Better Outcomes.

Skills:

- Understanding how Communication works as a two-way process.
- Learning the various factors that makeup face to face communication.
- Knowing the factors affect telephone communication and how to use it effectively.
- Practicing the factors making up written communication.
- Having excellent listening and questioning skills.
- Communicating effectively.
- Overcoming communication problems.
- Getting the best outcomes from all of your communication.

ADDITIONAL INFORMATION

CAT TOOLS

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

DTP Tools

- Adobe Illustrator CC 2020
- Adobe Photoshop CC 2020
- Foxit PhantomPDF Business

REFERENCES

References will be provided upon request