

# Curriculum vitae

## PERSONAL INFORMATION

### Abeer Abuzaid

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Sex Female | Date of birth 15/09/1998 | Nationality Palestinian (Autonomous Palestinian Territories)

## JOB APPLIED FOR

### Arabic-English Translator

## WORK EXPERIENCE

02/08/2018–Present

### Online Freelance Translator

Online

- Providing translation services English to Arabic and vice versa on a regular basis and deliver work by the deadline.
- Maintaining strict confidentiality concerning clients and translated materials.
- Proofreading, editing, and revising translated materials before sending it to clients.
- Explaining cultural references including slang terms, idioms and other phrases that do not translate literally to the target audience.

02/03/2018–Present

### Online Marketer

Forever Living Products, Arizona (United States)

- Following up on customer responses while maintaining their privacy.
- Composing marketing messages for online campaigns
- Following transparency and integrity during marketing for all products.
- Enhancing advertising and marketing materials and strategies.

23/10/2016–Present

### Arabic-English Translator

Self-employed, Rafah (Autonomous Palestinian Territories)

- Reading through original material and rewrite it in the target language, ensuring that the meaning of the source text is retained
- Proofreading and editing final translated versions
- Using specialist dictionaries, thesauruses, and reference books to find the closest equivalents for terminology and words used
- Following various translation-quality standards to ensure legal and ethical obligations to the customer.

05/07/2016–Present

### Tutor of English

Self-employed, Rafah (Autonomous Palestinian Territories)

- Teaching low achievers to learn the basics of English.
- Organizing tutoring environment to promote productivity and learning.
- Implementing monthly assessments to analyze students' progression, strengths, and weaknesses.
- Implementing content-based assignments for strengthening students' English speaking and listening skills.

08/05/2018–18/07/2018

**Office clerk**

East Rafah Service Center "UNRWA", Rafah (Autonomous Palestinian Territories)

- Maintaining files and records so they remain updated and easily accessible.
- Sorting and distributing incoming mail and prepare outgoing mail.
- Utilizing office appliances such as a photocopier, printers etc. and computers for word processing, spreadsheet creation etc.
- Assisting in office management and organization procedures and making travel arrangements and booking venues for conferences and events.

05/02/2018–06/05/2018

**Administrative secretary**

Directorate of Education "Rafah", Rafah (Autonomous Palestinian Territories)

- Executing timely, efficient and effective operations of the department.
- Handling office correspondence and filing systems.
- Handling information requests from clients and visitors.
- Scheduling and attending meetings, creating agendas and taking minutes.

**EDUCATION AND TRAINING**

01/09/2016–04/03/2018

**Diploma in Business and Office Practice**

EQF level 4

Gaza Training Collage "GTC", Gaza (Autonomous Palestinian Territories)

**General**

- Arabic Language.
- English Language.
- Work Ethics and Etiquette.
- Entrepreneurship and Small Business Management.
- Studies in Arab Islamic Thought.
- Introduction to Computer Skills "ICDL".

**Occupational**

- Business Mathematics.
- Office Management.
- Human Resources Management "HRM".
- Management Information System "MIS".
- Principles of Commercial Law.
- Principles of Accounting.

**Skills**

- Touch Typing.
- Customer Service.
- Marking.
- English and Arabic Correspondence.
- Communication Skills.
- Dealing with Computer Applications "Word, Excel, PowerPoint, Outlook, Access, Internet".

09/09/2015–05/06/2016

**High School Certificate "Tawjihi"**

EQF level 3

Shifa-Amer High School "State School", Rafah (Autonomous Palestinian Territories)

**General**

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

#### Scientific Stream

- Chemistry, Mathematics, Biology, and Physics

#### 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

- Good listener with a remarkable ability to understand instructions while paying attention to detail gained through my work as a translator.
- Able to communicate and explain things clearly gained through my work as a tutor.
- Speaking English fluently gained through my study at college
- Confident, articulate, and professional speaking abilities gained through my college study.
- Excellent written and verbal communication skills gained through my work as a secretary.
- Speaking in public, to groups, or via electronic media gained through my work as a clerk and secretary.
- A fluent speaker and excellent reader gained through my work as a translator.
- Persuading others and influencing them gained through gained through my experience as an online marketer.
- Web communication skills gained through my work as an online freelancer and marketer.

Organisational / managerial skills

- Evaluating options and generating solutions gained through my work as a secretary
- Team leader and team player gained through my work as an office clerk and secretary
- Possess entrepreneurial spirit gained through my work as a secretary.
- Time management gained though Tawjihi study.
- Able to coordinate several tasks simultaneously gained through my work as a clerk and secretary
- Ability to work independently in a fast-paced environment gained through my work as an online freelancer
- A passion and genuine desire to achieve, excel and evolve gained through my work as an online freelancer
- Able to handle challenges, with a proven history of increased productivity gained through my experience in this field
- Creating new ideas, new ways of doing things gained through my work as an online marketer.
- Meeting deadlines with my clients gained through my work as a translator and online marketer.

Job-related skills

- Extensive cultural knowledge of English and Arabic language.
- Self-motivated and perfectly organized in order to deliver your services.
- Great time management skills in order to be able to deliver translations in time.
- Excellent command native and second language.
- Fast typing and Great computer skills.
- Customer oriented and communicating with my customers about their needs.
- Affordable and easily accessible all the time.
- Using various methods and techniques of translation.

- Keeping files, personal details and other sensitive material confidential and safe.

## 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

## International Computer Driving Licences "ICDL"

- Touch typing speed 65 words per minute.
- Proofreading and coordinating texts Professionally.
- Good command of using Microsoft bundle.
- Ability to converting file formats.
- Branding myself.

## ADDITIONAL INFORMATION

- CAT Tools**
- Kilgray MemoQ 2015 R2
  - SDL Trados Studio 2019 SP1
  - WordFast Pro
- DTP Tools**
- Adobe Illustrator CC 2017
  - Adobe Photoshop CC 2015
  - Foxit PhantomPDF Business
- References**
- References are available upon request.