



📍 Belal-Ben-Rabah St., Rafah, Gaza Strip, Palestine, 00970 Rafah (Autonomous Palestinian Territories)

☎ +972598938959

✉ bayanmelhamayda@gmail.com

🌐 <https://www.linkedin.com/in/bayan-alhamayda-29964618a/>

💬 Skype live:bayanmelhamayda

Sex Female | Date of birth 17/11/2000 | Nationality Palestinian (Autonomous Palestinian Territories)

JOB APPLIED FOR

Online Arabic <> English Freelance Translator

WORK EXPERIENCE

01/07/2019–Present

Online Freelance Translator

Online

- Translating texts from English to Arabic and vice versa.
- Editing, revising, and proofreading texts to be sent to the Clients.
- Using suitable translation types each filed of translation.
- Dealing with various clients and agencies.
- Subtitling and Transcription of films and videos.
- Using computer-Aided Translation Tools "CAT Tools" to give the best translations.

28/08/2018–Present

Arabic <> English Translator

Self-employed, Gaza (Autonomous Palestinian Territories)

- Converting content in the source language to equivalent concepts in the target language.
- Writing fluently, reading and speaking at two languages, one of which is often English.
- Leaving the tone and style of the original language unchanged
- Discussing translation requirements with clients.
- Proofreading, editing, and revise translated materials.
- Interpreting for colleagues and learners.

25/11/2015–Present

Tutor of English

Self-employed, Rafah (Autonomous Palestinian Territories)

- Organizing and facilitated group conversation course to develop English skills.
- Providing interpretation services for non-English speakers for business and personal needs.
- Teaching English utilizing a direct communicative approach.
- Training learners for midterm exam and final.
- Helping student improve their reading, listening, writing, speaking skills group sessions and via individual.
- Assessing and checking pupils' work.

14/09/2016–27/10/2016

Little Teacher of English

Rabia-Al-Adawia High School "State School", Rafah (Autonomous Palestinian Territories)

- Planning lessons in a standard lesson plan format.
- Ensuring lesson plan objectives comply with state English and language arts standards.
- Connecting with students using compassion and interpersonal skills.
- Collaborating with other high school English teachers to improve the student experience at their school.
- Providing one-on-one counseling to struggling students.
- Being held responsible for the progress of the students' association.

28/08/2018–Present

B.A. in English Translation

Al-Azhar University of Gaza "AUG", Gaza (Autonomous Palestinian Territories)

General

- Arabic Language.
- Principles of Sociology.
- Geographical of Palestine.
- Principles of Political Science.
- Quran Sciences.
- Palestinian Literature.
- Language issues.
- Science Environment.
- Human Rights.
- Jurisprudence.
- Semantics and idioms.
- History of ancient Palestine and its effects.

EQF level 6

Occupational

- Literary Criticism and Literary Theory.
- English Conversation.
- Selected Topics in English Novel.
- Translation.
- Political Translation.
- Linguistics.
- English Reading.
- Literary Translation.
- Textual analysis.
- English Grammar.
- Computer assistance.
- Introduction to English Literary.
- Translation of Media.
- Scientific Translation.
- Translation of Religious Texts.
- English writing.
- legal Translation.
- Economic Translation.
- Interpreter Translation.

Skills

- Reading documents.
- Writing and editing copies.
- Using software and bespoke applications to upload content, if required by a client.
- Preparing summaries.
- Consulting with experts in a specialist field, if required.
- Developing contacts and building relationships with clients.

06/04/2019–21/05/2019

English Conversation Course

Madrid Center for Training and Languages, Rafah (Autonomous Palestinian Territories)

<https://www.facebook.com/madridcntr/>

- Creating lesson plans to teach non-native speakers to read, write and speak English.
- Helping students learn English grammar, pronunciation and conversational skills.
- Allowing students to learn English in real-life contexts.
- Developing students' abilities to read textbooks and write essays in English.
- Improving the English reading, writing and speaking skills of students of diverse ages and backgrounds.

14/10/2018–09/05/2019

English Language Levels Program "Level 12"

Alwesam Center for Training and Languages, Rafah (Autonomous Palestinian Territories)

- Writing fluently, reading and speaking at two languages, one of which is often English.
- Networking with field experts to stay current on new translation tools and practices.
- Using cross-reference specialized dictionaries and translation tools to check the quality of translation.
- Proofreading translated texts for grammar, spelling and punctuation accuracy.
- Following up with internal team members and clients to ensure translation meets their needs.
- Preparing subtitles for videos and online presentations.
- Editing content with an eye toward maintaining its original format.

16/08/2017–08/07/2018

High School Certificate "Tawjihi"

EQF level 3

Rabia-Al-Adawia High School "State School", Rafah (Autonomous Palestinian Territories)

General

- Arabic, English, Islamic Education, and IT.

Scientific Stream

- Biology, Physics, Chemistry, and Mathematics.

PERSONAL SKILLS

Mother tongue(s) Arabic

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
B.A. in Translation English Conversation Course English Language Levels Program "Level 12"					

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

- Excellent written and verbal communication skills gained through my B.A.
- Speaking English fluently gained through my as a Translator job.
- Excellent presentation and negotiation skills gained through work as a tutor of English.
- Confident, articulate, and professional speaking abilities gained through work as a tutor of English.
- Maintaining calm under pressure gained through high school.
- Writing creative or factual gained through "12 levels" course.
- Speaking in public, to groups, or via electronic media gained through "12 levels" course.

Organisational / managerial skills

- Ability to work under pressure gained through my work as an Online Freelance Translator.
- Time management gained through High School.
- Using a performance management and development process that provides an overall context and framework to encourage employee contribution gained through my work as an Online Freelance Translator.
- The ability for abstract thinking and forming ideas gained through High School.
- Ability for goal setting, feedback, and performance development planning gained through English Program "Level 12"

Job-related skills

- Ability to work under pressure.
- Proofreading and Fact-checking.
- Familiarity with translation software.
- Interpreting and translating any text of any kind from Arabic to English and vice versa.
- Ability to transfer style, tone, and culture elements accurately from English to Arabic and vice versa.
- Ability to keep files, personal details and any other sensitive material confidential and safe.
- Ability to adhere to deadlines.
- Knowledge of computer and media.
- Excellent knowledge of content editing tools.
- using various methods and techniques of translation.

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

Computer-Assisted Translation Course

- Typing/Word processing.
- Professional user of Microsoft Office.
- Fluency in coding languages.
- Touch typing speed 50 words per minute.
- Systems administration and Spreadsheets.
- Excellent writing email and replies.
- Advanced researching skills through the internet.
- Using PowerPoint to create lessons.
- Good command of social media.
- Good command of photo editing.

ADDITIONAL INFORMATION

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