

Fairouz Alnajem

Nationality: Syrian **Date of birth:** 25/08/1987 **Gender:** Female **Phone number:** (+963) 981645897

Email address: fairouz.najem.8@gmail.com

Home: Damascus (Syria)

EDUCATION AND TRAINING

Oxford Placement Test

Higher Language Institute- Damascus University [21/12/2022]

City: Damascus

Country: Syria

Final grade: 92/120 Valid until: 20/12/2024

Translation

Damascus University [2016 – 2021]

City: Damascus

Country: Syria

Certificate in Accounting and Finance

Technical institution of Accounting and Finance [2008 – 2011]

City: Damascus

Country: Syria

ICDL

Asia Training Centre [2019]

City: Damascus

Country: Syria

Advanced Excel

Asia Training Centre [2019]

City: Damascus

Country: Syria

WORK EXPERIENCE

Freelancer [2018 – Current]

- Reading given material and researching related-specific terminology
- Converting text and audio recordings from one language to one or more others
- Ensuring translated content conveying original meaning and tone
- Preparing subtitles for videos and online presentations
- Cross-referencing specialized dictionaries and translation tools to check 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
- 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

Swiss Arab Entrepreneurs Platform [2019 – Current]

- Reading given material and researching related-specific terminology
- Converting text and audio recordings from one language to one or more others
- Ensuring translated content conveying original meaning and tone
- Preparing subtitles for videos and online presentations
- Cross-referencing specialized dictionaries and translation tools to check 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
- 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

Translator

Alsalam for Sworn Translation [2018 – 2020]

City: Damascus

Country: Syria

- Translating documents.
- Making certified copies or printouts of documents.
- Advising clients and arranging the authentication of documents to be translated or translations with an apostille.
- Translating laws and international agreements.

Volunteer

Syrian Arab Red Crescent [20/06/2013 – 30/05/2022]

City: Damascus

Country: Syria

- Visiting handicapped and olds in Dar Alkarama and involving them in social activities.
- Visiting displaced families to evaluate and meet their food and non-food needs.
- Providing non-food items to affected families living in shelters. .
- Providing periodic reports.

LANGUAGE SKILLS

Mother tongue(s): **Arabic**

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Word / Microsoft Excel / Microsoft Powerpoint / Google Drive / Social Media / Microsoft Office / Outlook / Subtitle Edit 3.5.5 / CAT tools (memoQ, SDL Trados)

DRIVING LICENCE

Driving Licence: B

COMMUNICATION AND INTERPERSONAL SKILLS

Excellent communication

Time management

Decision making

Active listening

Teamwork

Empathy

Patience

Problem solving