

# IKRAM BERKACHE

## CONTACT

Address: City 171, New Diar El  
Gharb, BLDG n° 1 APT n°2,  
Ain Taya, Algiers, Algeria  
Phone: +213553604148  
Email: [ikramberkache@yahoo.fr](mailto:ikramberkache@yahoo.fr)

## SKILLS

- Engage class planning
- Creative class planning
- Classroom preparation and maintenance
- Broad knowledge of asset classes
- Knowledge in CAT tools (Trados -memoQ- WebCATT- Translation manager)

## ADDITIONAL INFORMATION

Working in the association of “Orphans and Widows” since 2013 and in “Welfare Caravans” since 2014; helping the orphans to improve the quality of their lives and supporting the widows morally and mostly financially with money, food ...est.

## PROFESSIONAL SUMMARY

- Resourceful and trainable graduate with academic background in English language including common communication and professional ones in spoken and written forms. Specialized in Civilization and literature: a rich vocabulary in technical and especially in literary fields, and in translation and interpreting between Arabic, English and French
- Professionally committed and responsible, adapt easily to new situations. Successfully handle a wide range of functions using a combination of creative, organizational, and writing skills.

## WORK HISTORY

### **Freelancer Translator and reviewer, 07/2019 until now Protranslating- USA**

- Translating websites from English to Arabic.
- Worked on one project that dealt with medical and ecommerce translation.
- Localization of the project “beIN Sports Engagement Survey” (reviewing the English to Arabic translation).
- Localization of the project “Consumer behaviour survey – External panel – DRB » (reviewing the English to Arabic translation).

### **A volunteering translator in GTC (Global Translator Community), since 05/2020**

- Translating online courses on coursera.org websites from English to Arabic.
- Subtitling the courses.
- Working on “**Finding Purpose and Meaning In Life: Living for What Matters Most**” course.

### **Kindergarten Manager, 06/2016 to 03/2020**

#### **El Ihsan kindergarten- Ain Taya, Algeria**

- Oversaw the daily operations and administration of the kindergarten.
- Property maintenance, marketing and communication, financial management, and communication with teachers and parents.
- Possess excellent interpersonal and communication skills as well as love for children.
- Uphold the vision of the kindergarten with pride and ensure that it meets the relevant standard set by the state.
- Determine the needs of the kindergarten.
- Protect the health and safety of children.
- Work closely with the principal and the teachers.
- Handle problems with teachers, children and parents.
- Develop English courses to teach the children.

### **English Language Teacher, 05/2019 to 07/2019**

#### **BENZAID School - Bordj El Bahri, Algiers**

- Arrange materials and instructional plans to implement immersive activities delving into acquiring the four skills of English language.
- Research and update all required materials needed mostly for the speaking section.
- Instructed 15 middle and high school students through lectures, discussions, group activities and demonstrations.
- Optimised student engagement with the curriculum through games of memorization and using new words.

### **ILETS Class Teacher, 07/2017 to 08/2017**

#### **Al\_ Manahidj institute (institution for training and scientific research) Bourdj El Bahri, Algiers**

- Create boardroom and courtroom multimedia presentations including video and text- sync'd depositions for enhanced understanding.

- Work diligently as part of a team to help students achieve their desirable score.
- Facilitate student to reach the desirable test scores by teaching them interpretation of test information and test-taking techniques in the four skills.
- Engage students in presenting free topics orally to enhance the speaking skill.
- Present the most successful methods for self-studying for ILETS test.

**English Language Lecturer, 09/2015 to 03/2017**

**Department of Chemistry (M'Sila University)- M'Sila, Algeria**

- Act as “the Head of the English Module” teaching 1st semester, all the BA 2nd year (5 groups) in the academic year of 2015/2016 and 2016/2017, and all BA 3rd year (2 groups) in 2016/2017
- Was Responsible in handling all exams, materials of both second and third year.
- Attend the department meetings and discuss the progress of the students.
- Create a curricular fitting technical English for chemistry students.

**English Language Teacher, 09/2015 to 03/2016**

**Department of Math and Computer Science (M'Sila University)- M'Sila, Algeria**

- Act as “the Head of the English Module” teaching 1st semester, BA 1st year (6 groups) in the academic year of 2015/2016.
- Recruit other teachers and be responsible about the progress they make with their groups.
- Attend the department meetings and discuss the progress of students.

- Create a curricular fitting technical English for math and computer science students.
- Make students use the technical knowledge they possess to do an end-of-semester Project in English.

**Grammar Teacher, 09/2015 to 06/2016**

**Department of English (M'Sila University)- M'Sila, Algeria**

- Recruited by the head of the department (where I studied) to teach while a student.
- Administered assessments with the head teacher of the module and standardised tests to evaluate student progress
- Led interesting and diverse group activities to engage students in the material.

**English Teacher, 09/2015 to 03/2016**

**Department of Management (M'Sila University)- M'Sila, Algeria**

- Taught 1st semester, BA 2nd year (3groups)
- Created a curricular fitting technical English for management students.

**EDUCATION**

**Masters degree in translation studies** (Arabic, English, French) High Arab Institute for Translation (ISAT)- Algiers, Algeria. **09/2017 09/2020**

- Top 1% of class.
- Continuing education in translation
- Coursework in Speech and Communication, Sociology and Psychology, law, literature and many others.
- A dissertation that focuses on legal, linguistic and translation studies.

**Masters degree in English language**, Civilization and Literature, 2016

**M'Sila University- M'Sila, Algeria**

## **CERTEFICATIONS**

- Certification of a professional development workshop on: **Teaching English Strategies to younger learners, overcoming public speaking fear, blended learning: making it work in your classroom, Creativity in speaking using short stories.**
- Participation Certificate on: **Applications of Cognitive Behavioural Therapy in the Algerian Society.** Participating with a poster untitled: **The Secrets of the ADHD Brain (2017).**
- A Certificate of attendance: attended **MM Publications seminar**, in Algiers on 12 February 2020.
- A Certificate in “**Managing Languages**” from Udemy 2020.
- A Certificate in “**Translation as a career A guide to be self-independent**” from Udemy 2020.
- A1 level in Chinese. **University of Algiers**

## **LANGUAGES**

- Arabic: **Native**
- English: **Advanced**
- French: **Upper medium**
- Chinese: **Beginner**