

In The Name of Allah, the All Compassionate, the All Merciful

Curriculum Vitae

Personal Information:

Name : **Marwa Assem.**
Cellular : (02) 0100 40 88 604
E-Mail : Alforat4translation@gmail.com
Qualifications : B. Languages & Translation.
Grade : Very Good.
Graduation Year : 99 / 00

Language Skills.

Arabic : *Mother tongue*
French : *Fluent*
Spanish : *Excellent*
English : *V. Good*

Previous Jobs:

Galloper Computer and Translation Center: 2002 till 2009

Career : Executive Manager and Translator from French to Arabic and vice versa, English to French, Spanish to Arabic and vice versa & English to Spanish

Al Forat for Translation Bureau: 2009 till Now

Career : General Manager and Translator

Experiences:

- ✓ I have given lessons in different languages (French – English) for different stage (primary – preparatory).
- ✓ Giving courses of Computer in Arabic and French.
- ✓ Giving courses (French – Spanish) for the Beginners & the Intermediates.

Courses & Studies:

- Translation Course in (French Cultural Centre)

Fellowship Advanced Certificates in Human Development as follows:

- **Fail Forward**
- **Hypnosis**
- **Anger Management**
- **Negotiation Skills**
- **Innovation**
- **Financial Intelligence**
- **Presentation Skills**
- **Creative Thinking**
- **Life Pressure Management**
- **Change Management**
- **the Power of Self-Construction**
- **Positive Thinking**

(From 14 September till 28 September 2012 from Edu Master)

- Certificate in **NLP** from 29 Sept. till 1 Oct. 2012 from Arabian Board of NLP
- Certificate in the **Master Choa Kok Sui** – Basic Pranic Healing Course in October 2012 from World Pranic Healing Foundation, Inc.
- Certificate in **Organize your life, Balanced Life and Equation Success** in 21 and 22 November 2012 from Gulf Innovation for Training & Consulting.
- Certificate in **Stress Management** in 23 November 2012 from Edu Master.
- Certificate in **Strategic Planning** in 24 November 2012 from Edu Master.

Computer skills:

(Excellent)

Using Windows (all versions) – Ms Word (all versions till 2010) – Ms Excel (all versions till 2010) – Power Point & Internet Programs

Hobbies:

Reading, Playing Squash, Shooting & searching important topics at Internet.