

Curriculum vitae

PERSONAL INFORMATION

Amira Dawoud



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Sex Female | **Date of birth** 08/07/1988 | **Nationality** Palestinian (Autonomous Palestinian Territories)

JOB APPLIED FOR

Arabic-English-French Translator

WORK EXPERIENCE

06/06/2018–Present

Online Freelance Translator

Online

- converting texts and audio recordings from English and French to Arabic and vice versa;
- Proofreading, editing, and revising translated materials;
- preparing subtitles for videos;
- Following ethical codes that protect the confidentiality of information.

07/10/2008–Present

Translator

Self-employed, Gaza (Autonomous Palestinian Territories)

- Translating a variety of documents including literary, legal, research, technical, scientific, educational, and commercial materials;
- Meet rigid deadlines and conform to formatting and style guidelines;
- Maintain strict confidentiality concerning clients and translated materials.;
- Translating official documents for purposes of applying to Al-Mezan Center for Human Rights, one of Gaza's largest and most respected human rights organisations as well as for Gaza Community Mental Health Programme;
- Accompanying and interpreting for internationals during visits to marginalized and affected areas by wars in Gaza.

01/01/2016–30/03/2018

Project Manager

Fekra Arts Institute

Al-Mena, Hijjie Building, Gaza, Palestine, 00970 Gaza (Autonomous Palestinian Territories)

www.fekra.ps

During the implementation of EU-funded project titled "Drama for Peace building and Conflict Transformation", my responsibilities included but not limited to:

- Leading coordination meetings with partner schools, NGOs and local committee in order to ensure smooth implementation of project activities.
- Making sure that all project activities are been implemented according to the action plan and allocated budget;
- Working closely with the financial manager in preparing tender documents, quotations and purchase orders for different services and supplies;
- Preparing quarter-midterm and final administrative reports to be sent to donors;
- Working closely with the financial manager in preparing financial and payment request reports.

Business or sector Arts, entertainment and recreation

01/12/2014–31/11/2015 **Project Coordinator**

Fekra Arts Institute

Al-Menaa, Hijje Building, Gaza, Palestine, 00970 Gaza (Autonomous Palestinian Territories)

www.fekra.ps

During the implementation of project funded by **Disaster Emergency Committee "DEC"**, titled "psychological initiatives for children affected by war in Gaza", my responsibilities included but not limited to:

- Coordinating with partners, schools and stakeholders to ensure smooth implementation of project activities;
- Using project scheduling and control tools to monitor projects plans, work hours, budgets and expenditures;
- Effectively and accurately communicating relevant project information to the stakeholders and project team;
- Assisting the PM in the review of Contractor quotations to ensure that only fair and reasonable pricing is recommended for approval;
- Working cooperatively with all team members to support the achievement of work plan activities designed to achieve identified goals and objectives.

Business or sector Arts, entertainment and recreation

01/06/2012–31/12/2012 **Public Relation Officer**

Gaza Community Mental Health Programme

Sheikh Ejleen neighborhood,, Gaza (Autonomous Palestinian Territories)

<http://www.gcmhp.com/en/Default.aspx>

- Dealing with enquiries from the public, the press and related organizations;
- Organizing events such as press conferences, open days, exhibition, tours and visits;
- Coordinating for international visitors and donors;
- Interpreting for GCMHP visitors and international experts;
- Translating all the public relations department's materials, including news items, press releases, reports, medical reports, success stories and annual reports.

Business or sector Human health and social work activities

01/12/2011 **Translator**

Palestinian Center for Human Rights

Jamal 'Abdel Nasser "al-Thalathini" Street – Al-Roya Building- Floor 12, PO Box 1328, 00970 Gaza (Autonomous Palestinian Territories)

<http://pchrgaza.org/en/>

- Translating fact sheets, press releases and news briefs that are read by local and international audience;
- Translating affidavits;
- Translating annual reports;
- Interpreting for international participants during visits to families who suffered as the consequence of 2008-9 Israeli war against the Strip.

Business or sector Human Rights

01/06/2011–30/11/2011 **Translator**

Al-Mezan Center for Human Rights

Al Mena–Omar El–Mukhtar St., Gaza city., 00970 Gaza (Autonomous Palestinian Territories)

<http://www.mezan.org/en/>

- Translating reports, fact sheets, press releases and news briefs;
- Translating reports (quarter, final, midterm);
- Interpreting for international office employees during workshops and sessions conducted during the series of activities of UNDP project;
- Interpreting for the internationals at the office.

Business or sector Human Rights

15/08/2010–15/10/2010 **Administrative Assistant**

Forum Interprofessionnel Francophone de Gaza, Gaza (Autonomous Palestinian Territories)

- Operating office equipment such as computers, fax machines, photocopiers, voice mail and messaging systems to complete department tasks;
- Performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings for the Manager;
- Completing internal and external correspondence, legal documents, form letters and other documents;
- Preparing meeting agendas.

EDUCATION AND TRAINING

01/07/2016–15/09/2016

Project Cycle Management

E-learning "edex"

- The roles and responsibilities of a project manager
- Project initiation and planning
- Project execution
- Project closing Project management tools and techniques

22/10/2012–07/07/2013

Professional Training Diploma in Project Coordinator

EQF level 5

Small & Medium Enterprise Business Training- UNRWA, Gaza (Autonomous Palestinian Territories)

Contents:

- Project Management
- MS. Project 2013 for Project Management
- Report Writing
- Proposal Writing and Fundraising

01/09/2006–07/10/2010

B.A. in English/French (Minor)

EQF level 6

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

■ General:

Palestine Geography, Principles of Sociology, Principles of Political Sciences, Palestinian Literature, Modern and Contemporary History.

■ Occupational:

Shakespeare and Drama, Essay and Writing (English), English Conversation, Translation (English), English Novel in 18th Century, French Linguistics, French Culture and Civilization, French Medium Literature, Tutorials in French.

17/07/2010–06/08/2010

Langue Française

Université Libre de Bruxelles, Bruxelles (Belgium)

- Pratique orale
- Exercices d'orthophonie
- Analyse de textes littéraires
- Littérature belge francophone et élargissement culturel

24/08/2005–13/07/2006

High School Certificate "Tawjehe"

EQF level 3

Al-Jaleel High School, Gaza (Autonomous Palestinian Territories)

■ General:

Arabic Language, Religious Education, English Language.

■ Scientific Stream:

Mathematics, Physics, Chemistry, Biology, Statistics.

PERSONAL SKILLS

Mother tongue(s) Arabic

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
			IELTS		
French	B2	B2	B2	B2	B2
			DELF B2		

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

- proven adaptability to differing cultural environments gained from my work experience as translator and from my experience of travel to Belgium and France;
- speaking in public and to group gained from my work as public relation officer;
- posses strong commitment to team environment dynamics with the ability to contribute expertise and follow leadership directives at appropriate times gained from my work as a project manager.

Organisational / managerial skills

- Strong administrative and organisational skills gained through my work as administrative assistant and public relation officer.
- Experienced in problem-solving
- Work effectively both as team member and independently
- Excellent communication and IT skills
- Enthusiastic and committed

Job-related skills

- Familiar with English and French cultures gained through my university study, travel to Belgium and France and work experience with foreigners from different cultural backgrounds;
- Interpreting and translating any text of any kind from Arabic to English and French and vice versa;
- Using various methods and techniques of translation;
- Fact-checking and proofreading;
- Being non-judgmental and remain neutral;
- Ability to adhere to deadlines;
- Keeping files, personal details and any other sensitive material confidential and safe;

- Communicate perfectly with clients and agencies.

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 License "ICDL"

ADDITIONAL INFORMATION

CAT Tools

- Kilgray MemoQ 2015 R2
- SDL Trados Studio 2017 SP1
- WordFast

DTP Tools

- Adobe Illustrator CC 2017
- Adobe Photoshop CC 2015
- Foxit PhantomPDF Business 9.0.0.29935.

References

- **References are available upon request.**