

Curriculum Vitae



Personal Information

Name:	Juana Salam Al - Takrouri
Address:	Abu Quhafa str. 88 Al Jandaweel – Amman - Jordan
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Mobile:	+962 – 79 – 5108187
Date of birth:	15. December 1989
Place of birth:	Amman / Jordan
Social status:	Married

Career Objectives:

To secure a position with a well established organization with a stable environment that will lead to a lasting relationship in the field of translation and editing.

Education

10/2007 – 09/2011	University of Jordan English literature
08/2005 – 07/2007	High School (Jordan International Schools)

Practical Experience

06/2009 – 08/2009

Part timer saleswoman at Prime Megastores Mecca Mall

12/2011 - 01/2012

Item describer at Marka V.I.P:

Writing a thorough description and titles based on the colour, style, fabric, brand etc. of the latest fashion items listed on Marka VIP online shopping site due to scheduled deadlines. My work also included reporting items which do not comply with the company's policies.

02/2012 – 06/2012

Full time teacher at the Modern Montessori School

Teaching subjects including math, reading, social studies and grammar for second graders. My work involved interactive learning with games, visual aids, music and other tools to keep students engaged and challenged.

23/08/2012 – Present

Translator and Copy Editor at M-Health Company (STC)

- Translate medical documents into English.
- Read through original material and rewrite it, ensuring that the meaning of the source text is retained.
- Copy edit and proof read documents.
- Use medical dictionaries to find the medical terms for words used.
- Edit final translated versions.
- Research medical news, health tips and overviews of health conditions that benefit our clients.
- Provide our clients with daily health information and weekly magazines.
- Consult and advise M Health subscribers on various medical issues, based on the review of their current and historical assessments.
- Liaise with clients to discuss any unclear points.
- Use the internet and email as research tools throughout the translation process.
- Prioritise work to meet deadlines.
- Consult with experts in specialist areas.

Languages

- Arabic: Mother language
- English: Fluent
- Japanese: Basic Knowledge

Accreditations and Licenses

- Jordanian driving license.

IT – Knowledge

- ICDL: Microsoft (Word, Excel, Powerpoint)
- Fast typing (English)

References

- Furnished upon request.