Summary

* Strong background in translating specialized texts in various fields of study as a freelancer and cooperating with companies to create documents required in English or Persian languages, as well.
* Proficient with popular translation software (CAT Tools, memoQ, Multicorpora), educational hardware (tablets, desktops, laptops, Smartboards) and educational software (digital grade books, Adobe applications) and online teaching.
* Senior English Instructor of University of Applied Science & technology, Bushehr, Iran.
* Motivated and dynamic instructor with an advanced degree and 10+ years of classroom experience.
* Specialized in teaching English language courses including General English and Specialized English at graduate and undergraduate levels in various fields of study,
* **Well-versed private tutor teaching various English courses including Speaking and Pre-IELTS, IELTS, PTE, TOFEL exam preparation.**

Experience

**Freelance Translator-** July 2005- presently working

Translating variuous specialized texts into Persian and English Languages and cooperating with many companies to create documents required in the mentioned languages. Fifferent subject areas of commited translational documents includes: **Accounting & Auditing (Fianacial Statements), Advertising & Public Relations, Archaeology, Arts and Humanities, Business , Commerce (General), Computer Hardware, Computer Software, Geography, Globalization, Government, Politics, History, Human Resources, IT, E-Commerce , Internet, Industry and Technology (General), Insurance, Journalism, Law (Banking & Financial), Law (General), Law (Contracts), Law (Taxation , Customs), Linguistics, Machinery & Tools, Management, Marketing , Market Research, Mathematics & Statistics, Media, Multimedia, Medicine (General), Psychology, Religion, Science (General), Shipping & Maritime, Social Science, Sports, Recreation , Fitness, Telecommunications, Transportation , Travel & Tourism and so on.**

**Translator & Language Coordinator** -February 2020 - September 2020

**Artan Shipping Service**s, Private Equity, Bushehr, Iran

Developing contracts for foreign shipping projects, translating the content into Persian and English, negotiating with foreign customers and ship crew to settle the issues, expanding company website by preparing the related texts and loading the regarded material.

**Translator & Language Coordinator** -May 2007- April 2008

**Takap Jonoub Technical & Trading Company**, Private Equity, Reg. No. 19628 ,Shiraz, Iran

Developing contracts for importing projects, translating the content into Persian and English, negotiating and corresponding with foreign customers, and carrying out the related dealings.

**English language Instructor -** February 2011 – 2020

**University of Applied Science & technology, Bushehr, Iran.** Different branches of the university include:

1. August 2012 - July 2020, University of Applied Science & technology, Nikan Ferdous Lian Art & Culture center, Bushehr province, Iran.
2. August 2018 - July 2019. University of Applied Science & Technology, Polymer Industrial Branch of Bushehr province, Iran,
3. February 2011 - August 2019. University of Applied Science & Technology, Bushehr Governorate Branch, Bushehr province, Iran,
4. September 2011 - February 2019. Red Crescent Institute for Applied & Scientific Education, University of Applied Science & technology, Bushehr, Iran.

Teaching English courses including General English for all associate programs and Specialized English at graduate and undergraduate levels in various fields of study such as **Translation Studies, Listening Comprehension & Conversation, The Application of Idioms & Expression in Translation, Grammar, Commercial Text Translation, Political Text Translation, Business Text Translation, Translation of Legal Correspondence and Deeds, Management of Public Relations, Management, Accounting, Mechanical Engineering, Welding, Pathology, Rescue and Relief Operation, Natural Disaster Management and HSE .**

**English Language Tutor**- February 2008 – 2020

Teaching different English courses at different levels including **Speaking** and **Pre-IELTS, IELTS, PTE, TOFEL** exam preparation courses.

Education

**Master of Art**: English Language Translation Studies, September 2007 - February 2010

Islamic Azad University, Fars Science and Research Branch, Iran , GPA 17.23 on a scale of 20

**Bachelor of Art:** English Language and Literature, August 2002 - July 2006

Persian Gulf University, Bushehr, Iran , GPA 17.51 on a scale of 20

Languages

Persian — Native speaker

English — Highly proficient in speaking & writing

Arabic — Beginner

French — Beginner

Certifications

* Holder of Educational certificate of a **Training Course in Upgrading the Skills & Knowledge of Trainers,** issued on June 2018, by National welfare organization of Bushehr, Iran.
* Holder of Technical-Vocational Skill Training Certificate of **Computer Operator ICDL (Grade 2),** issued on February 2007, by Iranian Technical & Vocational training organization, Ministry of Labor & Social Welfare, Iran.
* Holder of Technical-Vocational Skill Training Certificate of **Computer Operator ICDL (Grade 1)**, issued on February 2007, by Iranian Technical & Vocational training organization, Ministry of Labor & Social Welfare, Iran.

Academic Honors and Prizes

* Letter of Appreciation, issued on April 2018, by university of Applied Science & technology, Bushehr Province, Iran.
* Letter of Appreciation, issued on May 2012, by university of Applied Science & technology, Bushehr Governance Office, Iran.
* Letter of Appreciation, issued on July 2006, by Persian Gulf University, Iran

Additional Skills

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| --- | --- |
| * Office Package: Microsoft Word, Excel, PowerPoint * Innovative | * Service-focused and responsible * Hardworking |

References

**References are available on request.**

**The evidence and documents of the mentioned working experience are available on request.**