

# Curriculum Vitae

## **PESONAL DATA:**

- Name: Sawsan Ahmad Malaka
- Place and Date of Birth: Amman, 1980 A.D.
- Nationality: Jordanian.
- Marital Status: Single.
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## **QUALIFICATION:**

B.A. in English Language & Translation.

Rating: Very Good.

APPLIED SCIENCE UNIVERSITY

In the year 2002.

## **Experiences:**

- Nov.12<sup>th</sup>, 2002 \_ Oct.31<sup>st</sup>, 2006: A translator at AppTek (Application Technology), Inc. [www.apptek.com](http://www.apptek.com)  
The nature of my work was: translating political and military texts from different news websites such as Aljazeera.net, BBC.com, and others, in addition to translating economic, legal, press, and other kinds of documents
- Oct.15<sup>th</sup>, 2006 \_Nov.15<sup>th</sup>, 2006: A translator at Al-Nahar Translation Office, Jabal Al-Hussien.

Translating any and all kinds of documents such as: birth certificates, marriage contracts, trading transactions, leases, and laws and regulations ...etc.

- Dec.27<sup>th</sup>, 2006 \_Sep.30<sup>th</sup>, 2009: A Senior Translator and a Technical Writer at iHorizons Info and Media Services Ltd.  
[www.ihorizons.com](http://www.ihorizons.com)
  - Translating technical texts specialized in the varied field of computer and media services.
  - Writing different project User Manuals **in both languages**.
  - Reviewing, copyediting, and editing (**proofreading**) different project documents linguistically, i.e. applying technical & linguistic quality assurance to all documents of the company projects
  
- Oct.10<sup>th</sup>, 2009 \_\_ Nov. 30<sup>th</sup>, 2009: A Senior translator at Saudi Specialized Publishing Company.  
Translating any and all kinds of: journalistic articles, varied magazines and publications, besides the contents of their websites, and electronic versions, in addition to other documents with different topics.
  
- Dec.28<sup>th</sup>, 2009 \_ April 30<sup>th</sup>, 2010 [*Project Period*]: A Senior Technical Writer and Translator at Real Soft Advanced Applications.  
[www.realsoft-me.com](http://www.realsoft-me.com)
  - Designing, writing, creating, maintaining, and updating technical documentation, including online help, user guides, white papers, design specifications, system manuals, training materials, and other documents (in both languages).
  - Proofreading, editing, and formatting different project documents, i.e. applying technical & linguistic quality assurance to all documents of the company projects.
  
- All during this time – Up to date: Freelance Senior Translator (mainly **Senior Legal and Technical Translator**) for different companies, societies, parties, and individuals to translate different types of translation.

Translating different types of documents e.g. legal, literal, technical, and scientific including but not limited to:

- Political News, Articles, Essays, Analyses, Press Releases and Economic Materials.
  - All types of Contracts, such as Employment Contracts, Agency Contracts, Lease Contracts, Agreements, Power of Attorneys, and contracts for different types of partnerships... etc.
  - All kinds of technical materials such as: User Manuals, Training Courses and Material, Vision Scope Documents, Requirement Documents, QA Documents and Test Cases, Website Contents with different sections, Newsletters, ... etc.
  - Commercial and Sales Materials: Tenders, Proposals, Commercial Permits, Plans, reports and memos, and **different types of correspondents** and forms.
  - Different types of certificates: Registration Certificates, Birth/Death Certificates, University Certificates, Ownership Certificates ... etc.
- Dec.2<sup>nd</sup>, 2010 \_ Up to date: Senior Translator and Copyeditor at Amman Institute for Urban Development (Ai).  
[www.ammaninstitute.com](http://www.ammaninstitute.com)
- Translating all the Institute's documents, books, studies, courses, trainings, and its press releases
  - Composing and translating the Institute's internal and external correspondences
  - Reviewing, copyediting, and proofreading the Institute's documents and the website content **in both languages**.
  - And assuming all what is required to be drafted and/or translated relating to the Institute

### **Courses:**

- A comprehensive course in computer:  
August 4<sup>th</sup> \_ September 9<sup>th</sup> 2002.  
Including: Windwos2000, WinWord, Excel, PowerPoint, & Internet.  
The Studies and Consultations Center \_ Applied Science University.  
(Very good in computer and internet skills)

- A course in the translation of legal documents:  
Translating legal contracts and agreements, and editing legal documents  
July 2008.  
Amer al-Azem Foundation for Translation, Training, and Development.
- The McGraw Hill 36-Hour Course of Business Writing and Communication:  
November 2008.  
America-Mideast Educational and Training Services, Inc. (AMIDEAST)
- A course of a specialized legal translation:  
A powerful and certified course which contains:
  - Translation of informative texts about laws and courts.
  - Translation of laws, statutes and regulations
  - Translation of fee contracts, articles of incorporation, and other such contracts.
  - Translation of court decisions, pleadings, defense statements and so forth.
 December 1<sup>st</sup>, 2009 – January 15<sup>th</sup>, 2010.  
**Talal Abu-Ghazaleh** Translation, Distribution & Publishing.

### **References:**

In case you need to know and ask more about me, please contact:

- Mr. **Mohammad Abu Risha**: Vice President for Education and Training at **Talal Abu-Ghazaleh** Organization, Instructor, and Senior Interpreter.
  - Mobile Number: 0796949599
- Mrs. **Rima Hourani**: Senior Interpreter.
  - Mobile Number: 0796997547