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| **Yamane Al-Sheikh Saeed**  **Freelance Translator**  **Mobile : 00905397646890 - E-mail :** [**y.aman18@live.com**](mailto:y.aman18@live.com) | |
| Degree: Bachelor degree in English literature.  University: Aleppo University, Syria. | |  | | --- | | ***Educational Information*** | |
| \*Translating technical and scientific papers and articles.  \*Translating marketing Articles and writings.  \*Translating legal contracts & commercial letters.  \*Translating invoices, bills of lading, statements of account  \*Translating articles from newspaper and magazines.  \*Translating short stories. | ***Translating Skills*** |
| \*Administrative Assistant & Coordinator.  \*File and retrieve corporate documents, records, and reports.  \* sort, and distribute incoming correspondence, including faxes & email.  \*Getting Information : Observing, receiving, and otherwise obtaining  Information from all relevant sources.    English ↔ Translating Documents : Arabic **\*** | ***Business Skills*** |
| Gender: Female  Place of residence: Antakya / Hatay – Turkey ( now)  Aleppo – Syria | ***Personal Data*** |

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| Arabic (2007-2014).↔**\*Freelancer Translator :** English  **-**I work full-time as a freelance translator with my own business from a home office. I translate in areas of Education, commercial , technical, marketing ,banking and finance contracts faxes and letters .  **-**interpretation service to clients where needed. Involved converting  Arabic ensuring that the finished ↔documents and articles from English  converted articles relay the intended message as clearly as possible.  **English↔ Arabic translator :** (2013-now)  Online translator : Saudi Web for the translation services  **\*Administration Assistant** (2009-2012).  **-** Jazearly Trading co**.** (import-export- international cargo- customs clearance )  Follow up reports daily correspondents and support daily work arrange and organize orientation for new candidates and visitors, translate from English to Arabic and vice versa, organize and schedule meetings appointments, mail distribution.  **\*private English Teacher.**(2005-2012)  I am passionate about teaching children and forge relationships with them that help build a sense of confidence and enable them to grow as learners. | ***Employment Experiences*** |
| **Languages:** Arabic (mother tongue)z: Fluent. English: Fluent. Turkish: intermediate.  **Computer literacy:**  Microsoft office -Internet user -Typing  **Activity and interest :**  Planting- reading - walking - drawing.  **Driving License :** Valid License ( Syrian) | ***Personal skills and competence*** |
| I am punctual, reliable and work well under pressure.  I am straightforward and positive with a friendly manner& I have been in positive trust.  I have the flexibility to work a part time or full time & working with  Groups or alone.  My aim is find employment in an environment with high standard and  Productivity | ***Other information*** |