

PERSONAL INFORMATION

Alaa Nael

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JOB APPLIED FOR

Translator

WORK EXPERIENCE

4 Nov 2014–Present

English Language Tutor

AMIDEAST, Gaza (Palestinian Territories)

- Training courses in conversation.
- Training courses in translation.

4 Sep 2014–Present

Translator

Al-Aqsa university, Gaza (Palestinian Territories)

- Translator and interpreter translating text and articles from English to Arabic and vice versa.
- Professional in the art of writing and expression.
- proofreading text to be sent.
- professional in the At-Sight Interpreting.
- Knowledge of the Source language and Target language.
- Transportation skill to the other language.

2 Apr 2014–5 Jul 2014

Workshops Coordinator

Al-Doha Center, Gaza (Palestinian Territories)

- Holding meetings for practicing English.

EDUCATION AND TRAINING

18 Sep 2011–3 Oct 2014

Certificate In English Language And Methods Of Teaching

Al-Aqsa University, Gaza (Palestinian Territories)

- Bachelor of English language and methods of teaching.
- Al-Aqsa university.
- Conversation, writing, translation, phonetics, literature.

1 Sep 2010–6 Jun 2011

Certificate High School

That Al-Swary, Gaza (Palestinian Territories)

- literary stream
- General: English, Mathematics, Arabic, Technology, Management and Economy.
- Literary subjects: History, Geographically and Contemporary issues.

4 Sep 2013–1 Oct 2014

Certificate in Conversation

AMIDEAST, Gaza (Palestinian Territories)

- Training courses in conversation English.
- Training courses in presentation and translation.

PERSONAL SKILLS

Mother tongue(s) Arabic

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
English language and methods of teaching					

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

- I can work with different cultures and environment.
- communicating with people young or old people.
- Speaking in public, to groups, or via electronic media.
- Conflict resolution.
- Comprehending the books or ideas.
- Excellent written and verbal communication skills obtained out of my experience as a workshops coordinator and tutor.

Organisational / managerial skills

- Goal setting and meeting goal.
- Managing appointments.
- Team management.
- Project management.
- Problem solving.
- Productivity.
- Teamwork.

Job-related skills

- Ability to work under pressure.
- Adaptability.
- Administering medication.
- Analyzing data.
- Analyzing problems.
- Attention to detail.
- Analytical skills.
- Business communication skills.
- Checking for accuracy.

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving

Proficient user	Proficient user	Proficient user	Proficient user	Proficient user
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Digital competences - Self-assessment grid

- I can deal with most Microsoft Office programs.