


PERSONAL INFORMATION

Mahmoud Alsoradi



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 Skype Mahmoud Alsoradi

Sex Male | Date of birth 19/05/1992 | Nationality Palestinian (Autonomous Palestinian Territories)

JOB APPLIED FOR

Translator

WORK EXPERIENCE

01/06/2016–Present

Online English<>Arabic translator

Online, Gaza (Palestinian Territories)

- Reading through original material and rewrite it in the target language, ensuring that the meaning of the source text is retained.
- Using specialist dictionaries, thesauruses, and reference books to find the closest equivalents for terminology and words used.
- Researching legal, technical and scientific phraseology to find the correct translation.
- Proofreading and editing final translated versions.
- Following various translation-quality standards to ensure legal and ethical obligations to the customer.

18/05/2016–01/08/2018

Educational Affairs Manager

The Palestinian Society for Cancer Care, Gaza (Palestinian Territories)

- Establishing and coordinate educational activities for cancer students.
- Providing cancer students with psychological support, side by side with educational aids.
- Helping in the progress of the educational process of the patients who dropped out because of the disease, by providing them with compensatory and remedial courses.
- Participating in providing active learning for cancer students, through being one of the teachers of the program.

18/05/2016–01/08/2018

Teacher of English

The Palestinian Society for Cancer Care, Gaza (Palestinian Territories)

- Planning, Preparing and delivering lessons for cancer students.
- Preparing active learning materials.
- Helping pupils improve their English Language skills and integrating education with alleviation and psychological support.

30/08/2015–Present

Tutor of English

Self-Employed, Gaza (Palestinian Territories)

- Organizing and delivering classroom lectures to students.
- Evaluating students' class work and assignments.
- Preparing classroom and coursework materials, homework assignments.
- Classroom management.

- **Creating a vibrant teaching atmosphere.**

20/07/2014–Present

Arabic<>English Translator

Self-Employed, Gaza (Palestinian Territories)

- **Translating texts from English to Arabic and vice versa.**
- **Formatting the documents to match the source one.**
- **Proofreading the files to give the final version of the translation.**
- **Revising the texts to give a perfect translation.**

02/01/2018–Present

Transcriptionist and Subtitler

Self-employed, Gaza (Autonomous Palestinian Territories)

- **Transcribe audio recordings and videos from the source file.**
- **Add subtitles and translations to the original video or audio.**
- **Full commitment to the synchronization and time code of the translated video or audio.**
- **Using several video transcription and subtitling programs such as "Aegisub and Subtitle Edit".**
- **Perform and translate the required videos and audio clips in record time, with high speed and accuracy.**

EDUCATION AND TRAINING

01/09/2013–16/05/2016

B.Ed in English Language Methodology

EQF level 8

Al Quds Open University "QOU", Al-Maghazi (Palestinian Territories)

General

Research methods, Measurement and Assessment,

Occupational

Reading, Writing skills, Literature, Grammar and Twentieth Century Literature

01/09/2010–02/07/2011

High School Certificate "Tawjehe"

EQF level 6

Khaled Ben Alwaleed High School, Nuseirat (Palestinian Territories)

General

Arabic, English, Islamic Education, Arts and Crafts, Physical Education, Management and Economics.

Humanitarian Stream

History, Geography, Contemporary Issues, Math and Scientific Culture

PERSONAL SKILLS

Mother tongue(s)

Arabic

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
TOEFL					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
[Common European Framework of Reference for Languages](http://www.cedefop.europa.eu)

Communication skills

- **Excellent presentation gained through experience working as a teacher of English.**

- Confident, articulate, and professional speaking abilities (and experience) through my B. Ed.
- Empathic listener and persuasive speaker gained through studying at university
- Writing creative or factual gained through self-study.
- Speaking in public, to groups, or via electronic media.
- Excellent presentation and negotiation skills.

Organisational / managerial skills

- Time management gained through self-study
- Successfully working to match strict deadlines gained through working on my TOEFL scores
- Time management gained through studying at university
- Hardworking.
- Ability to work under pressure gained through working as a teacher of English
- Ability to cooperate and work within a team, as well as work individually.
- Combine patience, determination, and persistence to troubleshoot client issues.
- Dynamic, results-oriented problem solver.

Job-related skills

- English and vice versa
- Using various methods and techniques of translation.
- Getting a good Knowledge of computer and media
- Mastering Language proficiency
- Fact-checking and proofreading
- Mastering the Ability to transfer style, tone, and cultural elements accurately from one language to another.
- Being non-judgmental and remain neutral.
- Mastering the ability to adhere to deadlines
- Keeping files, personal details and any other sensitive material confidential and safe.
- Communicating perfectly with clients and agencies.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid

ICDL Certificate

- Professional user of Microsoft Office.
- Touch typing speed 75 words per minute.
- Good command of photo editing.
- Converting file formats.
- Branding myself.

ADDITIONAL INFORMATION

CAT Tools

Kilgray MemoQ 2014 R2
 SDL Trados Studio 2014 SP2
 Wordfast

DTP Tools **Adobe Illustrator CC 2014 ME**
Adobe Photoshop CC 2014 ME
Foxit Phantom PDF Business v7.1.5.0425

References **References are available upon request.**