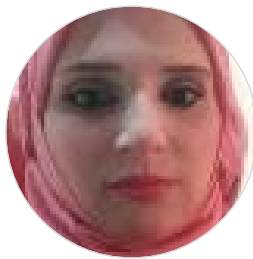


Ola Z. M. Ali

Professional Freelance Translator,
Editor, Proofreader, Subtitler,
Transcriber, and Data Entry Clerk



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WORK EXPERIENCE

Projects Coordinator

PALESTINIAN ENGINEERING FORUM P.E.F

09/2010 – Present

Gaza, Palestine

Achievements/Tasks

- Evaluate potential problems and technical hitches and develop solutions
- Tracking paperwork
- Updating team members and partner

Teacher of English

Self-employed

09/2009 – 06/2018

Gaza, Palestine

Achievements/Tasks

- Ensure that the classroom stays orderly
- Encourage students to read out loud in class
- Assign books for students to read

Arabic-English Translator

Self-employed

09/2009 – 06/2018

Gaza, Palestine

Achievements/Tasks

- Convert content in the source language to equivalent concepts in the target language
- Compile technical terms and information terms into glossaries and terminology
- Leave the tone and style of the original language unchanged
- Speak relay messages clearly, accurately, and quickly

EDUCATION

B.Sc. in Communication & Control Engineering

The Islamic University of Gaza "IUG"

09/2002 – 07/2007

Gaza, Palestine

Courses

- JAVA Programming Course
- Electrical Circuit Course
- Electronic Course
- Control Course
- Communication Course
- Antenna Course

SKILLS

Translation

Copy Writing

Subtitling

Copy Editing

Proofreading

Editing

Transcription

Data Entry

English Tutoring

CERTIFICATES

Freelance Translation Course (12/2019 – Present)

Al-Raed Educational Center for Training and Development

Conversation course (10/2017 – 06/2017)

UK English skills

English Language Levels Course (02/2018 – 02/2019)

THE BRITISH CENTER

Certificate of Achievement (06/2009 – 06/2010)

The United Nation Relief & Works Agency for Palestine Refugees

LANGUAGES

English



Arabic



CAT TOOLS

kilgray MemoQ 9.0.8 2019 R2

SDL Trados Studio 2019 SR2

WordFastPro