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## RAYA ALJUNDI

ENGLISH/ARABIC TRANSLATOR

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### CONTACT

Email: [raya.jondi1@gmail.com](mailto:raya.jondi1@gmail.com)

Phone & WhatsApp:

00972595715720

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### KEY SKILLS AND CHARACTERISTICS

- Writing
- Computer skills
- Time management
- Cultural understanding
- knowledge in technical, commercial, industrial or scientific areas
- Attention to detail
- IT skills, especially word processing and CAT
- Good Communication and Conversation skills

### ACTIVITIES AND INTERESTS

Movies, Books, Sports, Anime, Videogames, languages and History.

## Experience

### ➤ ENGLISH LINGUIST AND TEACHER – MINISTREY OF EDUCATION, PS AUGUST 2019 - PRESENT

As a teacher, I prepare and plan lessons based on students' needs, do Research to develop new teaching materials and implement new methods, Provide learners with one-to-one support, work on Furthering my learning and professional development through research to stay up to date with all the new teaching methods that are invented every day, Communicate effectively with other teachers and educational organizations in order to maintain a healthy relationship with my peers and superiors, and finally handle some administrative tasks such as:

- Printing or photocopying resources for lessons.
- Word processing documents for lessons.
- Setting up IT equipment.
- Ordering equipment and resources.
- Keeping and filing records.

### ➤ POST EDITOR/TRANSLATOR, AMAZON.COM, USA, REMOTE POSITION SEPTEMBER 2020 - PRESENT

As a native freelancer for Arabic Language, I am responsible for translating, proofreading and post-editing product descriptions to make them available to Amazon customers. Using CAT tools, I ensure that human and machine-generated translations meet Amazon's specific style guides and internal standards for product detail pages.

### ➤ FREELANCE TRANSLATOR, UPWORK.COM, USA, REMOTE POSITION SEPTEMBER 2016 - PRESENT

- Translation of Driving Test Questions for a company based in Dubai
- Translation of a novel from English to Arabic (Israel: Jihad in Tel-Aviv)
- Translation of a crypto-currency website ([www.bebitcoin.com](http://www.bebitcoin.com))
- Field work: on-tour translator for a British group working on the skate-pal project in Asira, Nablus.
- contributed in translating [www.usafis.org](http://www.usafis.org) and many websites related to it.
- Translation of a children's book (Arbi and the fire breathing dragon).
- English subtitling for a Lebanese/Syrian TV.

### ➤ CALL CENTRE AGENT, REACH CALL CENTRE, NABLUS-PALESTINE 2014-2016

As a call center agent, I took phone calls from customers in various companies regarding customer service. Some of these companies were JAWWAL, SELCO, ARAB BANK, AND POWER INC.

## EDUCATION

### BACHELOR OF ARTS - ENGLISH LITERATURE, AN-NAJAH NATIONAL UNIVERSITY NABLUS, PALESTINE /2012-2016

The department of English language and literature at an-Najah national university provides its graduates with the necessary knowledge, skills, and training so that they become active civilians in their country, the Arab region, and the world. It also improves their critical thinking skills in accordance with their heritage and culture, scientific research potentials and acquiring knowledge; furthermore, it enhances the principles of vocational guidance and leadership in response to the reality of the world in learning and education.