

# Curriculum Vitae

## PERSONAL INFORMATION

### Shareif Nassar



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💬 Skype Shareif Nassar

Sex Male | Date of birth 14/07/1996 | Nationality Palestinian (Autonomous Palestinian Territories)

## JOB APPLIED FOR

### Online Arabic <> English Freelancer Translator

## WORK EXPERIENCE

26/06/2019–Present

### Online Freelance Translator

Online

- Editing, revising, and proofreading texts to be sent to the clients.
- Using Computer Aided Translation Tools "CAT Tools" to give the best translation.
- Dealing with various clients and agencies.
- Formatting the translated project to be delivered to clients.
- Using suitable translation types with each field of translation.

07/04/2018–Present

### Arabic <> English Translator

Self-employed, Gaza (Autonomous Palestinian Territories)

- Editing and revising translated documents for clients.
- Translating texts from Arabic to English and vice versa.
- Formatting the documents to match the source one.
- Interpreting for colleagues and learners.
- Revising the texts to give a perfect translation.

14/04/2019–14/05/2019

### Tutor of English

Self-employed, Gaza (Autonomous Palestinian Territories)

- Communicating with parents about the problems or any other issues which requires attention.
- Teaching low achievers to learn the basics of English.
- Preparing and facilitating tutoring workshops for small groups of students.
- Using various methods and techniques of teaching English.
- Applying feedback for the weak points and treating them with the students.

06/10/2018–08/11/2018

### Teacher of English

Al-Nusairat Prep. Boys "D" School "UNRWA School", Gaza (Autonomous Palestinian Territories)

- Helping pupils improve their listening, speaking, reading and writing skills.
- Planning, preparing and delivering lessons.
- Carrying out extra-curricular activities for learners.
- Evaluating a students' class work and assignments.
- Creating a vibrant teaching atmosphere.

06/12/2014–18/06/2019

**B.Ed. in English Language Teaching**

EQF level 6

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

**Skills**

- Teaching English for several graders.
- Writing the short essays and stories.
- Advanced skills for the four English language skills.
- Reading the texts with the correct pronunciation.

01/09/2012–24/07/2013

**High School Certificate "Tawjihi"**

EQF level 3

Shohadaa-Al-Nusairat High School " State School", Al-Nusairat (Autonomous Palestinian Territories)

**PERSONAL SKILLS**

Mother tongue

Arabic

Foreign language

English

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
C2	C2	C1	C1	C2
B.Ed. in English Language 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

- Excellent written and verbal communication skills gained through my experience as a teacher.
- Excellent presentation and negotiation skills gained during my B.Ed.
- Ability to understand new ideas and integrate them into desired results gained through self-study.
- Speaking in front of large groups gained through studying in High School.
- Writing creative or factual in several topics gained through my self-experience.
- High communication skills gained throughout my experience in this field.
- Natural tendency to learn and teach English gained through my practice as a tutor of English.

Organisational / managerial skills

- Time management gained through my High School.
- Ability to work under pressure gained through my work as an online freelance translator.
- Analytical skills gained through my work as a teacher.
- Decision making gained through self-study.
- Organize and prioritize personal schedule gained through University studying.
- Team management gained through my experience as a teacher of English.

Job-related skills

- Interpreting and translating any text of any kind from Arabic to English and vice versa.
- Ability to work under pressure.
- The knowledge of computer and media.
- Time Management.
- Using various methods and techniques of translation.
- Self-motivation.
- Ability to adhere to deadlines.
- Creative thinking.
- Communicating perfectly with clients and agencies.
- Keeping files, personal details and any other sensitive material confidential and safe.
- Flexibility and credibility.

## 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

### Computer Systems Course

- Touch typing speed 50 words per minute.
- Professional user of Microsoft Office.
- Converting file formats.
- Writing excellent emails and replies.
- Good command of using social media.
- Advanced researching skills through the internet.
- Using the PowerPoint to create lessons.
- The ability to solve the computer problems.

## ADDITIONAL INFORMATION

- CAT Tools**
  - SDL Trados Studio 2019 SP1.
  - Kilgray MemoQ 2015 R2.
  - WordFast Pro.
- DTP Tools**
  - Foxit PhantomPDF Business.
  - Adobe Photoshop CC 2019.
  - Adobe Illustrator CC 2019.
- References**
  - References are available upon request.

*Shareif Nassar*