Curriculum vitae

PERSONAL INFORMATION

Abdullah MAKSOUD

Gaziantep (Turkey)

+905376024766

abdomaq@gmail.com

Skype abdomaq

Sex Male | Date of birth 25/05/1983 | Nationality Turkish, Syrian

WORK EXPERIENCE

17/09/2018–Present

Grants Design Officer

The International Union of Medical Care and Relief Organizations (UOSSM International), Gaziantep (Turkey)

▪Assist the Grants Manager in in developing, managing, and delivering the grants program.

▪Ensure that the grants review and selection process in a manner that is responsible, professional, financially sound, sensitive to local needs, culture and politics and in accordance with UOSSM's policies and procedures.

01/01/2017–01/02/2018

Translator

KUDRA ORGANIZATION, Gaziantep (Turkey)

Key responsibilities:

- Translated program documents, project proposals, reports, questionnaires, agreements, MOU's, and other documents.
- Follow up with internal team members and clients to ensure translation meets their needs
- Interpreted during meetings.
- Translated project proposals and other related documents from English into Arabic and vice versa.
- Performed other related duties as required.
- Compiled information about the content and context of information to be translated.
- Use appropriate software for presentation and delivery.

01/01/2016–01/01/2017

Editor/Translator

SABR BUSINESS DESIGN, Gaziantep (Turkey)

Key responsibilities:

- Translated program documents, reports, questionnaires, agreements, MOU's, and other documents.
- Translated books on self-improvement, management, finance, education, coaching, etc.
- Translated research papers issued by SABR BUSINESS DESIGN and other research centers.
- Performed other related duties as required.
- Compiled information about the content and context of information to be translated.
- Use appropriate software for presentation and delivery.

01/12/2017–Present

Subtitler

Freelance

- Translate movies, documentaries, and other kinds of TV shows from English into Arabic

© European Union, 2002-2019 | http://europass.cedefop.europa.eu

- Follow up with clients to ensure satisfaction and understanding
- Use a subtitling software to encourage efficiency and consistency

2011–Present

Freelance Translator/Editor

- Translated from English to Arabic
- Applied language skills such as grammar, syntax, semantics, style and appropriate terminology
- Consistently completed work by deadline

09/2010–09/2015

English Teacher

Al Kindi High School, Aleppo (Syria)

EDUCATION AND TRAINING

09/2009–09/2011

Master's degree in Translation

University of Aleppo, Aleppo (Syria)

09/2000–09/2004

Bachelor's degree in English Language and Literature

University of Aleppo, Aleppo (Syria)

PERSONAL SKILLS

Mother tongue(s) Arabic

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English		C2	C2	C2	C2
Turkish	A2	A2	A2	A2	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Job-related skills

▪Good command of Memsource, Wordfast Anywhere, SDL Trados Studio, Matecat and Google Translator Toolkit

▪Advanced knowledge of Microsoft Windows environments

▪Good command of MS Word, Excel,PowerPoint, Google Docs and Google Sheets

Digital skills

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

Digital skills - Self-assessment grid

ADDITIONAL INFORMATION

Language Pairs

English <> Arabic

Arabic <> English

Areas of work

Business, human resources, medical, religious, tourism, human development, magazines, catalogs,

© European Union, 2002-2019 | http://europass.cedefop.europa.eu

education.

Certifications

■ APMG International
Project Management for Development Professionals (PMD Pro).
Certificate Number: 04268842-01-RFFV

■ University of Cambridge
ESOL Examinations
▪Teaching Knowledge Test Module 1, Band 3, 31/03/2010
Certificate Number: 0027065636
▪Teaching Knowledge Test Module 3, Band 3, 22/09/2009
Certificate Number: 0025521620

References

■ Nour Kahil, Grants Coordinator, UOSSM
n.kahil@uossm.org
Phone: +905375240069
■ Emad Nasher Alneam, Partnerships Manager, KUDRA ORGANIZATION
emad@kudra.org
Phone: +905051030441
■ Dr. Maen Altengi, Research & Innovation Executive, SABR BUSINESS DESIGN
maen@sabr-sp.com
Phone: +905372058598

© European Union, 2002-2019 | http://europass.cedefop.europa.eu