**Resume**

1. **Personal Information:**
* Full Name - Ala Munif Abusharif
* Nationality - Jordanian
* Date of Birth - 18/6/1985 – Saudi Arabia
* Residence - Amman, Jordan
* Contacts - +962-797375914 / +962-6-5821291
* E-mail - anytime\_85@hotmail.com | alaabusharif@gmail.com
* Skype - translation.artist
1. **Academic Qualifications:**
* Jordanian High School Certificate in 16/09/2004.
* Obtained the ICDL Certificate (International Computer Driver license) on 12/07/2004, issued by UNISCO Cairo Office, a designated licensee for the ICDL.
* Attended five levels of ESL Classes (English as A Second Language), sponsored by Moraine Valley Community Collage – Palos Hills, IL (USA) from 04/01/2003 to 23/10/2004. The course covers all English skills (Grammar, Reading and Comprehension, Writing, Listening, Vocabulary, and Speaking).
* Spent three months as an intern at the US department of homeland security; 03/2008 – 06/2008.
* Awarded my Bachelor's Degree of Art in English Literature from the University of Chicago –Graham school of liberal arts, Chicago, Illinois, USA) on 26/08/2008 with a GPA of 3.19.
* Certified translator & interpreter by the Arab Professional translators Society under number 20022.
1. **Practical Experiences:**

* Worked as a Consecutive and Simultaneous Interpreter as well as a legal translator for Abusharif Translation Establishment from English to Arabic and vice versa as of 19/10/2009 until today where I hold the position of the general manager, under which I had been exposed to so many translation subjects, including legal, scientific, political, and financial.

**Main Duties:**

1. Translation of legal, financial, business, marketing, and general documents, as well as notarized translations.
2. Provision of simultaneous, consecutive, whispering, and sight interpretation.
3. Coordination with freelancers on large and small projects, ensuring timely progress and delivery.
4. Editing, proofreading, and revision (if necessary) of translated document from Arabic<>English, in terms of language and formatting.
5. Procurement of the necessary resources, such as software, freelancers, specialized E-dictionaries and others.
6. Management of clients' relationships.
7. Tapping into new technologies, forums, and websites that might be helpful for the development of the organization.
8. Manage general financial affairs of the organization.
9. **Fields of Experience:**
* **Financial Translation and interpretation:**

**Worked with companies like:**

* **YouTradeFX**
* **RGHL**
* **Nobani & Co.**
* **JTI (International) Jordan**
* **Al-Manarah Insurance**
* **Talal Abu-Ghazaleh**

*Other Financial Experiences: I have also worked on many translations of public and financial policies from Arabic to English and vice versa, which may not be disclosed due to confidentiality agreements.*

* **Legal Translation and interpretation:**
* **UNOCHA**
* **INTOSAI IDI Development Initiative**
* **Euris consultant LTD**
* **IUCN**
* **GOPA GmbH**
* **UNRWA**
* **NRC**
* **Simultaneous an consecutive Interpretation:**
* **UNOCHA**
* **UNRWA**
* **UNDP**
* **GOPA GmbH**
* **NRC**
* **US Anti-terrorism Assistance office.**
* **Jordanian Ministry of Transport**
1. **Languages:**
2. Arabic – Mother tongue
3. English – Second language with equal fluency to Arabic.
4. **Other Skills and Hobbies:**
* I Master All English Language Skills (Reading, Writing, And Speaking), as well as copywriting, proofreading, and editing.
* I Master most Computer Skills, Applications and Communication Skills via Internet, as well as CAT tools.
* Able to skillfully communicate with clients in both English and Arabic languages with equal fluency.
* I enjoy learning new scientific discoveries as well as the latest technological inventions.

**References and a complete portfolio of my work may be provided upon request**

