**Résumé**

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| **Manal A. Jarad** | **Name** |
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| **Gaza/ Palestine** | **Address** |
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*English<>Arabic Translator from Palestine Territory/ Rafah City with 3 years of professionalism in providing many services such as translation, proofreading and Editing in many fields of expertise mainly Legal, Medical, IT, Marketing, Educational, Personal documents, Agriculture and any other field which may empower my skills and experience. I offer a high-quality translation with competitive and negotiable rates. I can provide you with samples of my work and some references as required.*

**OBJECTIVES:**

* Offering my services as a freelance translator to a wide variety of translation agencies and clients around the world.
* Building confidence and faithful relationships with a large deal of translation agencies all over the world.
* Expanding the circle of translation agencies I deal with.
* Having the honor to apply and work for your respected successful agency.
* Developing innovative ways to facilitate online freelance work.

**LANGUAGE PAIRS:**

* English to Arabic.
* Arabic to English.

**SERVICES:**

* Translation.
* Proofreading.
* Editing.

**SPECIALIZATIONS:**

* Academic papers, questionnaires, abstracts.
* Medical (General)
* Marketing.
* General culture.
* Computer Games.
* Children books and stories.
* Education materials.
* Social, economic and historical events.
* Personal documents: Birth/ Death/ Marriage/ Divorce Certificates.

**WORKING EXPERIENCE:**

* 2010 to date: Experience at translation of plenty documents.
* 2010 to date: An English Teacher for primary and preparatory stage.

**EDUCATION AND TRAINING:**

* Bachelor degree and Certification (English Language Teaching – Al Aqsa University).
* TOFEL degree from the AMIDEAST American Center.
* A Market-leading Translation Course.

**SKILLS:**

* I am a native Arabic Speaker.
* A professional Translator.
* An excellent user of computer skills and software.

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| **Language skills** | **Speaking** | **Reading** | **Writing** |
| **Arabic(Native)** | Excellent | Excellent | Excellent |
| **English** | Excellent | Excellent | Excellent |

**COMPUTER EQUIPMENTS:**

* **Operating System**: Windows 2007.
* **Security**: Microsoft Security Essential.
* **Internet Connection**: ADSL Connection.
* **Word Processor**: MS Office 2003/2007.
* **CAT-Tools**: SDL Trados Studio 2011 (Under Training).

**RATES:**

* My rate is 0.04 – 0.07 EUR per source word for Translation.
* My rate is 0.03 – 0.04 EUR per source word for Proofreading.

**Best Regards,**

**Manal A. Jarad.**