

# Curriculum vitae

## PERSONAL INFORMATION



## Rand Abu Ajamiah

📍 Jabalah Ben Tha'labah St. Tabrbour, Amman (Jordan)

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## POSITION

## Content Writer, Editor and Proofreader

## WORK EXPERIENCE

05/01/2018–Present

### Editor and Proofreader (Freelance)

Ureed, Amman (Jordan)

- In charge of making sure that the text of any product that involves writing free of any errors, whilst ensuring that texts are engaging and accessible to the readers.
- Correcting grammatical and spelling errors, while copy-reading involves looking at the work and fixing any problems with style and tone.
- To make sure that the written context isn't plagiarized, all the internal and external links aren't broken.

14/04/2019–07/07/2019

### Content Writer and Proofreader

For9a, Amman (Jordan)

For Content Writing:

- Researching industry-related topics (combining online sources, interviews and studies)
- Writing a clear SEO friendly context including titles, making articles more catchy and reachable to the reader.

For Proofreading:

- Perform a quality check on publications, usually just before they are due to be published.
- To check that the text matches the original, the spelling and style are correct and consistent and photos and are correctly captioned.
- To make sure that all internal and external links aren't broken.

19/10/2015–31/01/2019

### Quality Assurance and Editor

IconMath, Amman (Jordan)

- Responsible for inspecting the product (Videos) and determining if they meet the required standards.
- Running tests, collecting samples and checking if products work as intended.
- Discarding defective items and reporting deficiencies to supervisors.
- Follow up with my team to check that all deficiencies are fixed as required.
- Editing Arabic and English languages contexts, to make sure there are no grammatical or spelling mistakes.

01/10/2012–01/10/2013

### Receptionist and Data Entry

Al-Safsaf Recruitment Company, Amman (Jordan)

- Welcome visitors by greeting them, in person or on the telephone; answering or referring inquiries.

- Directs visitors by maintaining employee and department directories; giving instructions.
- Contributes to team effort by accomplishing related results as needed.

## EDUCATION AND TRAINING

24/03/2010–06/08/2015

### English and French Languages and Literature

Al-Zaytoonah Private University, Amman (Jordan)

Excellent grade 85.9%

## PERSONAL SKILLS

Mother tongue(s) Arabic

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B1	B1	B1	B2
French	A2	A2	A2	A2	A2

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

- A good listener.
- Friendly.
- Respectful.
- Able to appropriately give and receive feedback.
- Open-Minded.
- Confident.

Job-related skills

- Quick typist in both Arabic and English languages.
- Organizing.
- Concentration.
- Able to meet the deadline.
- Editing.
- Proofreading.
- Deliver quality.

Digital skills

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

Digital skills - Self-assessment grid

- Microsoft Word.
- Microsoft Excel.
- Microsoft PowerPoint.