

## PERSONAL INFORMATION

## Rasha Alhamss

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 Skype rashamore

Sex Female | Date of birth 16/07/1985 | Nationality Palestinian (Autonomous Palestinian Territories)

## JOB APPLIED FOR

## Tutor of English

## WORK EXPERIENCE

26/07/2018–Present

## Online Freelancer Translator

Online

- Checking translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.
- Discussing translation requirements with clients, and determine any fees to be charged for services provided.
- Following ethical codes that protect the confidentiality of information.
- Editing, revising, and proofreading texts to be sent to the clients.

21/03/2015–Present

## Arabic-English Translator

Self- employed

- Converting concepts in the source language to equivalent concepts in the target language.
- Speaking, reading, and writing fluently in at least two languages, including English and Arabic.
- Proofreading the files to give the final version of translation.
- Ensuring translated texts conveys original meaning and tone.

08/08/2013–Present

## Tutor of English

self-employed, Rafah (Autonomous Palestinian Territories)

- Planning, preparing and delivering lessons.
- Helping students improving their listening, speaking, reading and writing skills.
- Maintaining discipline in the class room.
- Evaluating a students class work and assignments.

22/02/2018–27/04/2018

## Teacher of English

Dar AIFadelah school, Rafah (Autonomous Palestinian Territories)

- Evaluating and grading students' class work, assignments, and papers.
- Acting as advisers to student organization.
- Planning, preparing and delivering lessons to all students in the class.
- helping students gain a deeper understanding of the reading materials they're assigned in school and develop their writing skills.

## EDUCATION AND TRAINING

- 22/08/2014–01/09/2018 **B.A.& B.ED. in English Language And Literature .** EQF level 6  
Al-Quds Open University "QOU", Rafah (Autonomous Palestinian Territories)
- General**
- Learn how to learn, Arabic Language, History, Research Methods.
- Occupational**
- Phonetics & Pronunciation, Introduction to Linguistics, Literature, Listening skills, Discourse Analysis.
- Skills**
- Translating texts from Arabic to English
  - Writing English essays
  - Speaking fluently using English Language.
- 22/08/2002–16/07/2003 **High School Certificate (Tawjehe)** EQF level 3  
Der-Yaseen High School, Rafah (Autonomous Palestinian Territories)
- General**
- Arabic, English, Islamic Education, Physical Education
- Scientific Stream**
- Chemistry, Physics, Biology, and Mathematics.
- 20/07/2003–11/07/2005 **Pharmacology** EQF level 5  
College of Science & Technology, Khanyunis (Autonomous Palestinian Territories)
- General**
- Arabic world History, Medical English Language, General Health,
- Occupational**
- Chemistry, Pharmacology, Anatomy, Biochemistry and Biology
- Serves patients by preparing medications, giving pharmacological information to multidisciplinary health care team, monitoring patient drug therapies.
- 06/05/2017–15/05/2017 **English Language Communication Skills Course**  
AlSalam Training Center Group, Rafah (Autonomous Palestinian Territories)
- Improving the ability to communicate.
  - Providing tips in speaking and writing in more professional way.
  - Expressing different views and beliefs in professional discussions
  - Re-visiting and enhancing English grammar and pronunciation.
- 08/04/2018–12/04/2018 **Presentation and CV Writing Course**  
AlSalam Training Center Group, Rafah (Autonomous Palestinian Territories)
- Learning how to do a presentation.
  - Knowing how to write a CV.
  - using body language during speaking.
  - talking more fluently during presentation.
- 03/11/2018–28/01/2019 **Public Speaking course**  
Al Quds Open University, Rafah (Autonomous Palestinian Territories)
- Building leadership skills.

- Learning performance skills.
- Developing your vocabulary and fluency.
- No fear of impromptu speaking.

21/01/2019–Present

**Award for obtaining first place in preparation of the Graduation Project.**

Creative Student Forum "QOU", Rafah (Autonomous Palestinian Territories)

- Award for obtaining first place in preparation of the Graduation Project Among Palestinian Universities.

**PERSONAL SKILLS**

Mother tongue(s) Arabic

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2

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 English language communication skills course.
- Excellent negotiating skills gained through language communication skills course.
- Confident, articulate, and professional speaking abilities gained through presentation course.
- Being a good listener to be a good communicator gained through self-study.
- Friendliness gained through self-study.
- Open minded gained through working as a translator.
- A team leadership gained through working as Tutor of English.
- Writing creative or factual gained through education.

Organisational / managerial skills

- Ability to grasp new ideas and integrate them into desired results gained through working as tutor of English.
- Analyzing situations or data gained through working as online freelancer translator.
- Commended for reliability and trustworthiness gained through working as translator.
- Coordinating activities or events gained through working as tutor of English.
- Creating new ideas, new ways of doing things gained through B.A & B.ED in English language and literature.
- Goal-oriented and results-driven gained through working as tutor of English.
- Remains calm in stressful situations gained through Diploma in Pharmacy.
- Self-motivated, hard-working individual gained through self -study.

Job-related skills

- Fluency in two languages Arabic and English.
- Understanding of Grammar
- Ability to Meet Deadlines
- Ability to write well and adhere to a given framework
- transfer style, tone and cultural elements accurately from one language to another
- Specialist knowledge in technical, commercial, industrial or scientific areas

- IT skills, especially word processing and CAT (Computer Assisted Translation) tools
- Being non-judgmental and remain neutral

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

- Professional used of Microsoft office.
- Touch typing speed 17 words per min.
- Good command of photo editing.
- Branding myself.

ADDITIONAL INFORMATION

- CAT tools**
  - Kilgray MemoQ 2015 R2
  - SDL Trados Studio 2017 SP1
  - WordFast Pro
- DTP Tools**
  - Adobe Illustrator CC 2017
  - Adobe Photoshop CC 2015
  - Foxit PhantomPDF Business
- Referances**
  - Referances are available upon request.