*****Curriculum vitae*

*Dr. SHADI MAALI*

Job Objective Seeking a chance to work with a growing company through filling the Public Relations

Officer / Translator and putting my experience to good use.

***PROFESSIONAL SUMMARY***

Knowledgeable and experienced translator able to work in multiple environments. +9 years of professional experience in the translation field and Public Relations Officer. Fluent in multiple languages with knowledge of cultural and regional variations. Excellent communicator able to read and write as well in foreign languages as in Russian. Can travel nationally and internationally for different work projects and assignments.

***PERSONAL INFORMATION***

Date and Place of Birth: 10.09.1987 **/** Palestine

Nationality: Palestinian (Holding Russian Passport)

Marital Status: Single

Address: United Arab Emirates, Dubai

Telephone: +971588652952

E-mail: **shadimaali87@gmail.com**

***WORK EXPERIENCE***

09/2018 – 01/2020 **Public Relations Officer** **and Translation line Manager / Russian – Arabic** **– English**

Palestine – Ramallah **The Best Tours for Translation, Tourism and Travel Services**

 Document translation services: Passport, birth / marriage / divorce certificate, driver’s license,

 work book, diploma / certificate, certificate of employment / from the bank, consent to leave the

 child, power of attorney, military ID, academic certificate, document printing, criminal records,

 visa documents for embassies and consulates; meeting, sending, escort of foreign delegations -

 interpretation; scheduling meetings of visits of foreign partners, translations at meetings; website

 translation;

07/2016 – 07/2018 **Translator from Arabic into Russian and from Russian into Arabic**

 Russia – Moscow **Foreign Language Center "EXPRESS"**

* Interpreter, written translations and notarization of documents for the consulate;
* Reviewing and proofreading mother-tongue text;
* Revising more junior translators' translations;
* Conducting face-to-face interpreting;
* Telephone interpreting;
* Website translation;
* Written translations of business, legal, technical, scientific documents;

07/2012 – 07/2018 **Freelance translator Russian** **– Arabic**

Russia **National Organization for Military Production**

I worked as a military translator from Arabic into Russian and from Russian into Arabic at military enterprises and factories; I worked with military delegations, carrying out oral and written translation; translation of equipment manuals, technical documentation, website translation, contracts and agreements, powers of attorney and notarial certificates accounting documents, certificates and licenses, business correspondence, scheduling meetings of visits of foreign partners and traveled with company executives on foreign trips to serve as a translator**.**

10/2013 – 06/2016 **Translation line manager / Public Relations Officer / Russian – Arabic – English**

Russia – Tula **TulaCA Translation Bureau**

* Interpretation at work, negotiations;
* Technical documentation;
* Website translation;
* Written translations of business, legal, technical, scientific documents;
* Meeting, sending, escorting foreign delegations - interpretation;
* Drawing up schedules of visits of foreign partners, translations at meetings;

11/2011 – 08/2018 **Freelance translator Russian – Arabic**

Russia – Tula **Russian Federal Migration Service**

* Written translation of documents, interpreter and notarization of documents;
* Attending court sessions and interpretation;

09/2011 – 09/2013 **Freelance translator Russian – Arabic**

Russia – Tula  **Tula State Pedagogical University**

* Translation of documents, oral and written translation of text, documents and other literature from Arabic into Russian and Russian into Arabic;
* Assist teachers in teaching Russian language to foreign new students;

***ACADEMIC QUALIFCATIONS***

 2012 – 2017 [Candidate of Philological Sciences](http://study-english.info/translation-candidates.php) (PhD), Specialty – Russian Language, Pushkin State

 Russia – Moscow Russian Language Institute;

 2006 – 2011 Higher Diploma, Specialty – Linguistics and Translation Theories (Russian, English, French),

 Russia – Tula Tula State Lev Tolstoy Pedagogical University;

***KEY SKILLS AND COMPETENCIES***

* Experience in customer service / (VIP);
* Familiar with translation software tools;
* Excellent communication and social skills;
* Able to work to tight deadlines;
* Highly skilled in Word, Excel and Microsoft Outlook;
* Willing to travel and able to work under pressure;
* Able to priorities work;
* Staying in close communication with local and International companies;
* Translating documents and facilitating communications;
* Use SmartCAT program;

***PROFESSIONAL SKILLS***

Arabic: Native, reading, writing & speaking: Excellent;

Russian: Reading, writing & speaking: Excellent;

English: Reading, writing & speaking: Good;

French: basic;

***PERSONAL SKILLS***

I have experience working in various institutions, sociable, I work well both as a team and independently; Detail-oriented; Well organized; Friendly;

- References available in case required.