SUMMARY OF SKILLS

* Translated different types of documents (legal and other) both in house and as a freelancer
* Summarised and translated scientific abstracts for research papers (English and Arabic)
* Wrote, edited and proofread material for a corporation’s newsletter
* Composed and designed promotional publications for the community services department
* Prepared questionnaires for students to create community activities
* Wrote and edited correspondence between research center and other organizations

EDUCATION

**University of British Columbia**, Vancouver, BC

*Diploma in Education* – TESL 2013

**University of British Columbia**, Vancouver, BC

*Certificate in Education* – TESL 2013

**Vancouver Community College**, Vancouver, BC

*Certificate in Education* – TESL 2013

**MacEwan University**, Edmonton, AB

*Bachelor of Communic*ation – Professional Writing 2010

**MacEwan University**, Edmonton, AB

*Diploma in Communication* – Professional Writing 2008

**Mustanseriya University**, Baghdad, Iraq

*BA in Translation* 1995

RELATED EXPERIENCE AND ACCOMPLISHMENTS

**Australian International School-Sharjah, UAE 2010 to Present**

**Freelance Translator**

* Translated various types of documents

**Freelance Translator 1997 to present**

**EC Vancouver (English Language Centre)**, Vancouver, Canada July, 2011

ESL Teacher (Substitute)

**Canadian Cancer Society, BC-Yukon**, Vancouver, BC Jan. 4, 2010 to Apl. 4, 2010

Data Entry Clerk (Volunteer)

* Maintained database

**Alberta Arab News, Edmonton, AB** Nov. 2003 to Oct. 2004

Translator and writer (Freelance)

* Translated news, feature and opinion articles into English
* Wrote editorial pieces

**ZI Corporation, Calgary, AB** Feb. 2004 to Aug. 2004

Independent Language Consultant

* Created and/or tested vocabulary lists
* Provided feedback and suggestions for improvement to text used in communication
* Completed language-editing tasks as assigned

**Emirates Telecommunication Corporation (ETISALAT), Sharjah, UAE** June 2001 to Aug. 2003

Correspondence Assistant and Translator

* Composed and translated reports and correspondence (English and Arabic)
* Took minutes of meetings for the corporation’s General Manager’s Office
* Authored, edited and proofread material for the Corporation’s newsletter
* Managed lists of special telephone numbers

**English and Arabic Tutor, Sharjah, UAE**  2001 to 2003

**Research Center** **–** **University of Sharjah, Sharjah, UAE** 2000 to 2001

Administrative Assistant and Translator

* Wrote and edited correspondence between the Research Center and international organizations and companies
* Conducted summary translation for scientific and technical abstracts of research papers submitted for presentation in conferences
* Contacted and coordinated with other translators for freelance translation

**American University of Sharjah, Sharjah, UAE** Jan. 1999 to Dec. 1999

Assistant Coordinator for Community Services

* Composed and designed promotional publications for the Community Services Department
* Organized social and humanitarian activities and events
* Prepared questionnaires for students’ activities
* Accompanied students on different recreational and community visits

**National Center for Legal Translation, Fujairah, UAE** 1997-1999

Translator

* Translated different kinds of texts (including legal documents) from English to Arabic and vice versa.
* Edited previously translated material

ADDITIONAL EXPERIENCE

**Vancouver Public Library’s Bookmark Bookstore**, Vancouver, BC Jan. 5, 2010 to Apl. 5, 2010

Customer Services Representative

* Handled cash register
* Dealt with customers
* Assisted in putting up displays

AWARDS

**Diploma in Communication, Professional Writing**

MacEwan University, Edmonton, AB

* Jason Lang Scholarship

EXTRACURRICULAR ACTIVITIES

Accredited Member, **National Accreditation Authority for Translators and Interpreters (NAATI), Australia**