**Curriculum Vitae**

PERSONAL INFORMATION

FIRST NAME: Yasmeen

SURNAME: JABY ELHARAMEIN

ADDRESS: Birkenweg 16
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Germany
Tel: +49 5861 4988
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NATIONALITY: Syrian

PLACE / DATE OF BIRTH: Aleppo, Syria 17-9-1987

MARITAL STATUS: Single

GENDER: Female

LANGUAGES

Arabic: Excellent speaking and writing

English: Excellent speaking and writing

German: Fair speaking and writing

EDUCATION

B.A in English Language andLiterature Aleppo University 2009

German Language Higher Institute of Languages 2006, 2007

SKILLS

Competent in ICDL skills, typing (English and Arabic), internet and email.

Web concepts (researching and getting results and statistics on certain cases).

Good experience in the field of SEO.

WORK EXPERERINCE

**Freelance Translation: 2008-2014**

* Translating and editing scientific articles about wheat protein electrophoresis, Jabboul Lake, and others. **2008-2009**
* Al-Garage Car Magazine: Working as a translator and editor of various articles about cars. **2011**
* Qordoba Translation Platform: Translating miscellaneous types of articles, about technology, fashion, culture and other fields. **2011-2012**
* Translating legal texts (contracts and agreements). **2010-2012**
* Warqa Wa Qalam Library: Translating and editing scientific articles (biotechnology field) for university students. **2013**
* Translating and editing a book in the field of marketing (22 Immutable Laws of Marketing). **2014**

**ePharmaPedia (The pharmaceutical & medical encyclopedia): 2009-2010** Translating, paraphrasing, revising and editing medical articles and texts. In addition to publishing articles using content management system, and managing workflows for the translating and editing section. **2009**

 Head of translation section at ePharmaPedia, with additional responsibilities of coordinating translation and editing tasks with doctors in charge. **2010**

**Dar Al-Fikr Language Institute: 2009**Teaching ESL in summer courses 2009 for children aged between 3 and 10.

**Al-Kalimah Language Institute: 2006-2008**Teaching ESL, and dealing with children – aged between 4 and 13 - with different abilities and levels.

HOBBIES

Reading, writing prose and poetry, and playing guitar.

Cross stitching, knitting and sewing various handmade items.