

PERSONAL INFORMATION

Alaa Alqaisi



📍 Aljalaa St., Gaza, Palestine, 00970 Gaza (Autonomous Palestinian Territories)

☎ +972592812285 📠 +972567812285

✉ alaakasemq@gmail.com

🌐 <https://www.linkedin.com/in/alaa-alqaisi-b54b74168/>

💬 Skype AlaaQasem Qaisi

Sex Female | Date of birth 16/03/1994 | Nationality Palestinian (Autonomous Palestinian Territories)

JOB APPLIED FOR

Arabic-English Translator

WORK EXPERIENCE

23/07/2018–Present

Online Freelance Translator

Online

- Translates a variety of documents including literary, legal, research, technical, scientific, educational, and commercial materials.
- Refers to online translation tools for additional assistance with translation.
- Translates online, video, and television media by providing subtitles

01/09/2014–Present

Tutor of English

Self-employed, Gaza (Autonomous Palestinian Territories)

- Implementing content-based assignments for strengthening students' English speaking and listening skills.
- Helping students fully comprehend the content of written passages, or having students read aloud to help with oral communication skills.
- Teaching the basics of sentence composition and prompting students to write compositions or essays.

01/06/2014–Present

English-Arabic Translator

Self-employed, Gaza (Autonomous Palestinian Territories)

- Read through or listen to material in one language, ascertains understanding of the meaning and context of that material, and converts it into a second language, making sure to preserve the original meaning.
- Manage work schedules to meet deadlines.
- Edit and proofread text to accurately reflect language.

01/09/2016–01/02/2017

Content Writer

Mezian Company for Technology, Gaza (Palestine)

- Regularly produce various content types, including email, social media posts, blogs and white papers.
- Create content marketing campaigns and use SEO best practices to generate traffic to our site.
- Edit content produced by other members of the team.

01/06/2016–01/09/2016

Trainee

Roana Educational Center, Gaza (Autonomous Palestinian Territories)

- Preparing lesson plans in advance that teach core objectives and principles that are relevant to future education, also showing students how this knowledge is useful in the real world.
- Teaching several different classes of students the rules of grammar, punctuation, spelling and other nuances of the English language.
- Encouraging students to actively participate throughout class.

23/10/2015–06/05/2016

Research Assistant

House of Wisdom for Conflict Resolution & Governance (HOW), Gaza (Autonomous Palestinian Territories)

- Prepare, maintain and update website materials.
- Attend area seminars and other meetings as necessary.
- Review and edit data to ensure completeness and accuracy of information; follow up with subjects to resolve problems or clarify data collected.

01/04/2016–02/05/2016

Head of English club

The House Of Wisdom For Conflict Resolution & Governance (HOW), Gaza (Autonomous Palestinian Territories)

- Giving chance to students to study English with fun and improve their English.
- Inviting people from the local community in to talk to the participants.
- Having discussions based on a social, political, or literal pre-determined theme.
- Taking turns giving presentations on subjects that are important to participants.

EDUCATION AND TRAINING

01/09/2012–03/05/2016

B.A. in English Literature

EQF level 6

Islamic University of Gaza "IUG", Gaza (Autonomous Palestinian Territories)

General

- Arabic Language (Grammar), Geography of Palestine, Palestinian studies, studies in Hadith, First Aids, studies in Fiqh.

Occupational

- Discourse analysis, Syntax and Semantics, Comparative literature, Shakespeare, History of Palestine, Translation 1,2,3 courses.

Skills

- Comment on or analyze American, British, or other English language sources within his/her field of study either singly or in relation to other texts or sources, and contextualize them in light of the period in which they were written.
- Analyze and deal critically with a wide variety of sources of information and use them to structure and formulate scholarly arguments in a narrowly defined question within American or British historical or cultural studies, or literature in English.
- Produce grammatically and structurally correct English translation of various Arabic texts of different types and vice versa.

14/09/2011–19/07/2012

High School Certificate "Tawjehe"

EQF level 3

Basheer-Al-Rayyis High School, Gaza (Autonomous Palestinian Territories)

General

- Arabic, English, Islamic Education, IT, Physical Education, and Management and Economics.

Occupational

- Chemistry, Physics, Biology, and Mathematics.

04/02/2018–05/02/2018 **William Wordsworth: Poetry, People and Place Course**
 E-learning "Future Learn"
 ■ Identify the importance of a sense of place in Wordsworth's writing.
 ■ Study how Wordsworth created and revised some of his greatest works.
 ■ Explore the relationship between different forms of writing, especially letters, journals and poetry.

13/01/2013–25/02/2013 **Social work Volunteer**
 Free spectra " Warm winter campaign", Gaza (Autonomous Palestinian Territories)
 ■ Managing packages of support to enable people to lead the fullest lives possible.
 ■ Participating in training, supervision and team meetings.
 ■ Being aware of others' reactions and understanding why they react as they do.

23/11/2012–25/11/2012 **Volunteer**
 Resala Association for Charity, Gaza (Autonomous Palestinian Territories)
 ■ Helping distributing food baskets to war-affected people.
 ■ Defining the Egyptian team of war damage and its consequences.
 ■ Initial assessing of the needs of war-affected people following the 2014 war.

09/07/2018 **Sign Language**
 Atfaluna Society for Deaf Children, Gaza (Autonomous Palestinian Territories)
 ■ Learn the finger spelling alphabet to spell any word using sign language.
 ■ Make introductions and share personal information about self, family, basic desires and interests using sign language.
 ■ Learn the uniqueness of people who are deaf and hard-of-hearing, some of their challenges, as well as myths and realities that deaf people face.

22/10/2018–Present **M.A in translation studies** EQF level 7
 Islamic University of Gaza, Gaza (Pa)
 Occupational
 Translation theories, Discourse analysis, interpreting, Comparative linguistics, legal translation, Literary and academic translation.
 Skills
 ■ Conducting research papers in many fields of translation studies and linguistics.
 ■ Having 30-hour courses in translation studies and linguistics.
 ■ adapting to new professional contexts in translation.

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 command of English, spoken and written gained through my study at university.

- Non-verbal communication, eye contact, hand gestures gained through sign language course.
- Writing creative and proofreading gained through my work as a content writer.
- Excellent presentation gained through the courses at university.
- Both sociable and practical in a way that enables me to adapt and learn due to my experience as this filed.

Organisational / managerial skills

- Hardworking, ambitious and focused, willing, almost, to any thing in order to achieve my goals.
- Supervising people or processes.
- Researching and Reporting gained through my work as research assistant.
- Strong work ethic.
- Self-starter; can be depended on to complete a task under minimal supervision.
- Able to work under pressure and as a member of a team, able to self-sufficient and self-efficient.

Job-related skills

- Excellent ability to translate from English to Arabic and vice verse.
- Ability to write well and adhere to a given framework.
- The ability to transfer style, tone and cultural elements accurately from one language to another.
- Specialist knowledge in technical, commercial, industrial or scientific areas.
- Attention to detail.
- IT skills, especially word processing and CAT (Computer Assisted Translation) tools.
- Being non-judgmental and remain neutral.
- Communicate well with clients.

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 user of Microsoft Office.
- Proficient in using technology to enhance data and information management.
- Converting file formats.

ADDITIONAL INFORMATION

CAT Tools

- Kilgray MemoQ 2015 R2
- SDL Trados Studio 2019 SP1
- WordFast Pro

DTP Tools

- Adobe Illustrator CC 2017
- Adobe Photoshop CC 2015
- Foxit PhantomPDF Business

References

- References are available upon request.