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|  | Personal Information: |
| Rania S. El Haddad | ■ Name: |
| Palestinian | ■ Nationality: |
| Palestine | ■ Country: |
| Alkmalia St, Gaza Strip, Palestine. | ■ Address: |
| 970 | ■ Postal Code: |
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**Resume**

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| Academic Qualifications: |  |
| ■ Sep. 2014 – Present: | Higher Diploma in Professional Translation  Community Development Institute, Islamic University – Gaza |
| ■ Sep. 2007 – Jun. 2012 : | BA Degree in English Language  Factuality of Arts and Humanities, Al-Aqsa University - Gaza |
| ■ Sep. 2006 – Jul 2007: | High School “ Literal Stream” – Gaza  Dala AlMoghrabi - Gaza |
| Work Experiences: |  |
| ■ Nov. 2014 – Present: | Present Translator, Freelancer – Local Agencies |
| ■ Mar. 2014 - Mar.2015: | Translate, edit, and proofread texts in different fields from English to Arabic and vice versa. |
| ■ July, 2012 – Present: | Teacher of English, and Tutor. |
| ■ Jun. 2012 - Mar. 2014: | Training, teaching English courses to non-native speakers of English. |
| ■ Oct. 2 010 - Jul. 2014: | Tutor Teacher Trainer of English. Courses at The Ambition Educational Center - Gaza |
| ■ Jul. 2 0 10 - Mar. 2 014: | Teaching English Students the English curricula, training High school students |
| Training Courses: |  |
| ■ Nov. - Dec. 2014: | IELTS preparation Course - 32 training hours.  Islamic University - Gaza |
| ■ Jun. - Jul. 201 4: | Writing English Press Short Stories - 20 training hours  Al Thoria Press Center - Gaza |
| ■ Jan. - Feb. 2014: | Preparation Course For TOEFL - 32 training hours  AMIDEAST - Gaza |
| ■ Feb. - May, 2010: | Advanced English Conversation Course - 25 training hours  Al-Read Center - Gaza |
| Languages: |  |
|  | Mother tongue: **Arabic**  **English**  Reading - Excellent  Writing - Excellent  Speaking - Excellent  Listening - Excellent |
| Professional and Technical Skills: |  |
|  | Microsoft: Word - Excel -PowerPoint - Access - Project 2010  Foxit Phantom PDF 8.1  Adobe Photoshop CS5  SDL Trados Studio 2009 SP3  Kilgray MemoQ 2013 R2 |
| DTP Tools: |  |
|  | Work Skills: Ability to work within a team.  Ability to work efficiently under work pressure.  Ability to make positive social relationships.  Availability in any time. |
| References: |  |
| ■ References are available upon request. | |