

# Curriculum Vitae

## **PESONAL DATA:**

- Name: Sawsan Ahmad Malaka
- Place and Date of Birth: Amman, 1980 A.D.
- Nationality: Jordanian.
- Marital Status: Single.
- Address: Amman\_ Al Jubeiha.
- Mobile Number :00962 799796637
- Email Address: sawsanmalaka@yahoo.com

## **QUALIFICATION:**

B.A. in English Language & Translation.

Rating: Very Good.

APPLIED SCIENCE UNIVERSITY

In the year 2002.

## **Experiences:**

- June 24th, 2012 – Up to date: Translator of SSD at UNRWA (Amman Headquarter) .  
<http://www.unrwa.org/>
  - Translating all the documents and materials related to UNRWA SSD (Safety and Security Division); such as different manuals about UNRWA Security Policy and its components.
  - Translating periodical newsletters dedicated to UNRWA SSD and to the Guards working there.
  - Translating different training materials and scenarios
  - Translating email letters by the Chief of SSD or his Assistant.
  - Translating different Posters and Certificates issued by SSD
  - Translating a periodical Newspaper issued by UNRWA Administrative Support Department.

- Translating and subtitling different videos and media clips related to UNRWA SSD
- Dec.2<sup>nd</sup>, 2010 \_ Sep.1<sup>st</sup>, 2011: Senior Translator and Copyeditor at Amman Institute for Urban Development (Ai).  
<http://ammaninstitute.com>
  - Translating all the Institute's documents, books, studies, courses, trainings, and its press releases
  - Translating international books and other materials written or prepared by known authors or institutes like: the book of "The Practice of Adaptive Leadership" by Heifetz, Grashow, and Linsky, and the film of (Making Sense of Place: Portland): a documentary film and educational outreach project.
  - Maintain and Build the Institute's English-Arabic glossary; containing terms on Urban Planning, Governance, and Municipal laws and regulations.
  - Composing and translating the Institute's internal and external correspondences
  - Reviewing, copyediting, and proofreading the Institute's documents and the website content written and prepared by other employees **in both languages**.
  - And assuming all what is required to be drafted and/or translated relating to the Institute.
- Dec.28<sup>th</sup>, 2009 \_ April 30<sup>th</sup>, 2010 [*Project Period*]: A Senior Technical Writer and Translator at Real Soft Advanced Applications.  
[www.realsoft-me.com](http://www.realsoft-me.com)
  - Designing, writing, creating, maintaining, and updating technical documentation, including online help, user guides, white papers, design specifications, system manuals, training materials, and other documents (in both languages).
  - Proofreading, editing, and formatting different project documents written by other employees, i.e. applying technical & linguistic quality assurance to all documents of the company projects.

- Oct.10<sup>th</sup>, 2009 - Nov. 30<sup>th</sup>, 2009: A Senior translator at Saudi Specialized Publishing Company.

Translating any and all kinds of: journalistic articles, varied magazines and publications, besides the contents of their websites, and electronic versions, in addition to other documents with different topics related to Health, Technology, Politics ... etc.

- Dec.27<sup>th</sup>, 2006 \_Sep.30<sup>th</sup>, 2009: A Senior Translator and a Technical Writer at iHorizons Info and Media Services Ltd.

[www.ihorizons.com](http://www.ihorizons.com)

- Translating technical texts specialized in the varied field of computer and media services using **SDL Trados** application.
- Writing different project User Manuals **in both languages**.
- Reviewing, copyediting, and editing (**proofreading**) different project documents linguistically, i.e. applying technical & linguistic quality assurance to all documents of the company projects.

- Nov.12<sup>th</sup>, 2002 \_ Oct.31<sup>st</sup>, 2006: A translator at AppTek (Application Technology), Inc. [www.apptek.com](http://www.apptek.com)

The nature of my work was: translating mainly political and military texts from different news websites such as Aljazeera.net, BBC.com, and others, in addition to translating economic, legal, press, and other kinds of documents

- All during this time – Up to date: Freelance Senior Translator (mainly **Senior Legal and Technical Translator**) for different companies, societies, parties, and individuals to translate different types of translation.

◇ **Some examples of those institutions and companies for whom I work as a Freelancer Translator are:**

- Ministry Of Tourism and Antiquities
- Ministry of Planning and International Cooperation
- 1952 Constitution Movement
- JO Magazine
- Genome Consulting
- Nemeh abu Al Douleh & Partners Co.

Translating different types of documents e.g. legal, literal, technical, and scientific including but not limited to:

- Political News, Articles, Essays, Analyses, Press Releases.
- Economic and Financial Materials, studies, Analyses, Reports.
- **Legal Translation:** All types of Contracts, such as Employment Contracts, Agency Contracts, Lease Contracts, Agreements, Power of Attorneys, and contracts for different types of partnerships... etc.
- All kinds of technical materials such as: User Manuals, Training Courses and Material, Vision Scope Documents, Requirement Documents, QA Documents and Test Cases, Website Contents with different sections, Newsletters, ... etc.
- Commercial and Sales Materials: Tenders, Proposals, Commercial Permits, Plans, reports and memos, and **different types of correspondents** and forms.
- Different types of certificates: Registration Certificates, Birth/Death Certificates, University Certificates, Ownership Certificates ... etc. , and different types of contracts such as marriage contracts, trading transactions, leases, and laws and regulations ...etc.

### **Courses:**

- A comprehensive course in computer:  
August 4<sup>th</sup> \_ September 9<sup>th</sup> 2002.  
Including: Windwos2000, WinWord, Excel, PowerPoint, & Internet.  
The Studies and Consultations Center \_ Applied Science University.

(Very good in computer and internet skills)

- A course in the translation of legal documents:  
Translating legal contracts and agreements, and editing legal documents  
July 2008.  
Amer al-Azem Foundation for Translation, Training, and Development.

- The McGraw Hill 36-Hour Course of Business Writing and Communication:  
November 2008.  
America-Mideast Educational and Training Services, Inc.  
(AMIDEAST)
- A course of a **specialized legal translation**:  
A powerful and certified course which contains:
  - **Translation of informative texts about laws and courts.**
  - **Translation of laws, statutes and regulations**
  - **Translation of fee contracts, articles of incorporation, and other such contracts.**
  - **Translation of court decisions, pleadings, defense statements and so forth.**

December 1<sup>st</sup>, 2009 – January 15<sup>th</sup>, 2010.

**Talal Abu-Ghazaleh** Translation, Distribution & Publishing.

### **References:**

In case you need to know and ask more about me, please contact:

- **Mr. Mohammad Abu Risha**: Vice President for Education and Training at **Talal Abu-Ghazaleh** Organization, Instructor, and Senior Interpreter.
  - Mobile Number: 0796949599
- **Mr. Galeb Darabya**: Managing Partner - Dynargie Middle East at dynargie  
Managing Director - Middle East at Cambridge Leadership Associates  
Faculty Co-Chair, Harvard-DSG Leadership Executive Program at Dubai School of Government  
Mason Fellow at Harvard Kennedy School
  - Mobile Number: +971559951743

- **Mr. Mohammed Mansour:** Project Manager, BI Architect, & Senior Analyst at Real Soft.
  - Mobile Number: 0795500002
- **Eng. Asma Khuraisat:** Project Manager, Senior Architect, & Urban Planner.
  - Mobile Number: 0797134317