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| **Personal Details** | | | | | | | |
| Full Name: | | | Shuruq Alsaleh | | | | |
| Nationality:  Date of Birth:  Address:  Email:  Mobile: | | | Jordanian  15th April 1984  Amman,Al-Jubaiha,  Jordan street,  front of Dewan Zaman restaurant  shorok47@hotmail.com  00962785862639 |  | |  | |
| **Education** | | | | | | | |
| Degree: | | | BSc in Modern Languages | | | | |
| University: | | | University of Jordan (2002-2006) | | | | |
| Other Certificates: | Certification-Arab Translators Network-Arab Professional Translators Society (ATN-APTS)‏ (2011) | | | | | | |
| **Professional Experience** | | | | | | | |
| 1. Company Name:  Total Years of Experience | | | Tokyo Intermediary and Trade Services Company (TITRAS)  6 years (1 July 2006 – 1 July 2012) | |  | | |
| Designation: | | **Senior Translator** | | |  | | |
| Responsibilities: | | |  | |  | | |
| 1. Managing effectively all the operations of the Section, supervising, monitoring and evaluating the performance of regular and temporary staff, ensuring optimum use of human and financial resources and attending to all administrative matters pertaining to the Section;  2. Organizing the translation, revision, word processing and preparation of documents and publications received by the Section in such a way as to ensure the timely delivery of the final outputs in line with the Organization’s quality standards;  3. Encouraging the introduction and effective use of appropriate electronic translation tools in order to enhance quality and improve performance;  4. Liaising with other Sections/Divisions as necessary to ensure appropriate coordination and cooperation. | | | | | | | |
| 2. Company Name:  Total Years of Experience | | | E3  1 Oct 2012 – to present | |  | | |
| Designation: | | | **Translator** | |  | | |
| Responsibilities: | | |  | |  | | |
| - Organizing the translation, revision, word processing and preparation of documents and publications received by the Section in such a way as to ensure the timely delivery of the final outputs in line with the Organization’s quality standards. | | | | | | | |
| **Languages** | | | | | | | |
| 1. Arabic: Mother tongue  2. English: Good written and spoken  3. German: Good written and spoken | | | | | | |  |
|  | | |  | | | | |
| **Computer Knowledge** | | | | | | | |
| * Trados, Passolo, memoQ, xBench, Olifant and all other translation-related tools. * Experienced user of Microsoft office products. * Keen user of the internet. | | | | | | | |
| **References available on request.** | | | | | | | |