

PERSONAL INFORMATION **Eman Tayeh**

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Sex Female | Date of birth 11/03/1998 | Nationality Palestinian (Autonomous Palestinian Territories)

WORK EXPERIENCE

01/01/2018–Present **Transcriptionist & Subtitler**

Online, Gaza (Palestine)

- Deafening of using an oral language as their mother tongue.
- Belonging to linguistic minority groups that use sign language as their first language.
- Hearing having residual hearing and can, therefore, share the experience of sound and of the world of hearers to different degrees.
- Reviewing and editing drafts prepared by speech recognition software, making sure that the transcription is correct, complete, and has a consistent style.
- Working with the Various domains(Education, Medical, Legal, Music, Torusim&Food,...)

09/10/2017–Present **Arabic <> English Translator**

Self-employed, Gaza (Autonomous Palestinian Territories)

- Translating texts from English to Arabic and vice versa.
- Revising the texts to give a perfect translation.
- Proofreading the files to give the final version of the translation.
- Following up with clients to ensure translation meets their needs.
- Reading or listening to material in one language, ascertains an understanding of the meaning and context of that material, and converts it into a second language, making sure to preserve the original meaning.

05/09/2016–Present **Tutor of English**

Self-employed, Gaza (Autonomous Palestinian Territories)

- Facilitating English language acquisition through the reading of numerous texts of various genres appropriate for the age and development level of each student.
- Planning, preparing and delivering lessons.
- Testing students for comprehension of English and identifying areas of needed improvement.
- Conferencing with pupils and their parents to determine the success of instruction and provide guidance.
- Using appropriate teaching materials efficiently and effectively.

17/06/2019–Present **General and Freelance Translation**

Online

- Converting the material into the second language while preserving the original meaning.

- Translating video, online, and television media by providing subtitles.
- Using online translation tools for additional assistance with translation.
- Following up with clients to ensure understanding and satisfaction.
- Translating different documents, including literary, technical, scientific, legal, research, educational, and commercial materials.

16/07/2017–05/09/2017

Translator

The Palestinian Center For Democracy and Conflict Resolution, Gaza (Autonomous Palestinian Territories)

- Reading the material and researching industry-specific terminology.
- Converting text and audio recordings in one language to one or more others.
- Ensuring translated texts conveys original meaning and tone.
- preparing summaries.
- Ensuring translated content conveys the original meaning.

03/07/2016–18/08/2016

Youth worker

Palestinian Family Planning and Protection Association, Gaza (Autonomous Palestinian Territories)

- Supervising for everyday activities and preparing reports.
- Analyzing youth requirements, developing programs and identifying resources.
- Evaluating program activities and implement it to achieve all objectives.
- Attending regular training and development opportunities to maintain an up-to-date knowledge of safeguarding, health and safety, and local policy developments.
- Having good interpersonal and communication skills.

EDUCATION AND TRAINING

15/09/2015–30/05/2019

B.A. in Translation

EQF level 6

Al-Azhar University of Gaza "AUG", Gaza (Autonomous Palestinian Territories)

General

- Arabic Language, Palestinian Literature, Palestinian Studies, Human Rights, Quran, Jurisprudence studies, and Environment Science.

Occupational

- Commercial Translation, Reading, phonetics, linguistics, Scientific Translation, Legal Translation and Religious Translation.

Skills

- Translating any text, material or article from English into Arabic and vice versa.
- Transferring cultural elements in the text to match the target language.
- Writing excellent reports in English.

10/10/2018–28/11/2018

ICDL Certificate

Computer Land Center, Gaza (Autonomous Palestinian Territories)

Microsoft Excel

- Pivot tables.
- formula functions.
- formatting.

Microsoft Word

- Formatting & Page Setup.

- Template Building & Editing.
- Using Smart Art & Text boxes.

Microsoft PowerPoint

- Custom Slides and Templates.
- Animation.

Microsoft office

- Email Filters.
- Email Attachments.
- Scheduling.
- Email Signatures.
- Document Sharing.
- MS Outlook.
- MS Publisher.

14/07/2018–03/10/2018

Art of Dialogue and Facilitation Training Course

UNDP & Al Nayzak Organization for Supportive Education & Scientific Innovation, Gaza (Autonomous Palestinian Territories)

- To understand how small-group dialogue is part of a larger process for community change.
- To understand the special role of a facilitator.
- To experience the dialogue.
- To practice facilitating and learn from constructive feedback.
- To provide a realistic dialogue experience.
- To explore and express personal opinions about the issue.
- To watch an experienced facilitator in action.
- To develop a better understanding of the discussion topic.

29/07/2017–05/10/2017

The Fundamental Skills and Qualities of Civic Leadership Course

United Nations Development Program(UNDP) & Eadad for Development, Gaza (Autonomous Palestinian Territories)

- The ability to take a stand.
- The ability to stay connected.
- The ability to manage your own reactivity.
- The ability to take a long term view.
- The ability to be a motivator.
- The ability to struggle, continue and Don not give up until the right thing is done right.
- The ability to align all work decisions.
- The ability to inspire others to think beyond their current domain of responsibility.

01/07/2017–22/07/2017

Induction to The Fundamental Skills and Qualities of Civic Leadership Course

United Nations Development Program(UNDP), Gaza (Autonomous Palestinian Territories)

- Self Awareness.
- Communication Skills.
- Influence.
- Learning Agility.
- Empathy Skills.

- Facilitation Skills.
- Learning skills.
- Strategy Skills.

01/08/2016–15/08/2016

First Aid Course

Palestinian Family planning and Protection Association, Gaza (Autonomous Palestinian Territories)

- Knowing the signs of stroke.
- Stopping heavy bleeding.
- Cleaning and dressing a wound.
- Treating Shock.
- Treating Burns.
- Treating Hypothermia.
- Treating Hyperthermia.

05/09/2014–05/07/2015

High School Certificate" Tawjihi"

EQF level 3

Basher-Al-Rayyis High School "State School", Gaza (Autonomous Palestinian Territories)

General

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

Humanitarian Steam

- Geography, Contemporary Issues, scientific Culture, History.

PERSONAL SKILLS

Mother tongue(s) Arabic

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C2	C1	C1	C1
English Language Levels Program "12 Levels" B.A in Translation					

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

- Speaking English fluently gained through
- Interpreting complex texts into easily readable material.
- Speaking in front of large groups.
- Excellent written and verbal communication skills gained through my experience as a teacher.
- Excellent presentation gained during my BA.
- Excellent presentation and negotiation skills.
- Speaking in public, to groups, or via electronic media
- High communication skills gained throughout my experience in this field.
- Professional empowerment and advocacy skills.
- Natural tendency to learn and teach English.
- Fluent speaker.
- Excellent reader and writer.

Organisational / managerial skills

- Organized and prioritized personal schedule

- Focus oriented.
- Time management gained through High School
- Successfully working to match strict deadlines.
- Hardworking.
- Ability to work under pressure gained through my work as an Online Freelance Translator.
- Ability to cooperate and work within a team, as well as work individually.
- Combine patience, determination, and persistence to troubleshoot client issues.
- Dynamic, results-oriented problem solver.

Job-related skills

- Excellent command of my native language and the second language.
- Extensive cultural knowledge in both languages.
- Great computer skills.
- Management skills.
- Specialize in one or more subject areas: Legal, Islamic, Scientific, Commercial and political.
- Privacy and confidentiality with all clients and companies.

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

International Computer Driving Licence (ICDL)

- Microsoft Word.
- Microsoft Excel.
- Microsoft PowerPoint.
- Email Management.
- Information Management.
- Data Entry.
- Video Conferencing.
- Social Media Management.

ADDITIONAL INFORMATION

CAT Tools

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

DTP Tools

- Adobe Illustrator CC 2019.
- Adobe Photoshop CC 2019.
- Foxit PhantomPDF Business.

References

- References are available upon request.