Curriculum vitae

PERSONAL INFORMATION	**Hanan Shat**

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Sex Female | Date of birth 14/01/1990 | Nationality Palestinian (Autonomous Palestinian Territories)

JOB APPLIED FOR	Arabic<>English Translator

WORK EXPERIENCE

12/04/2018–10/05/2018   **AI - Aseel Accounting Program**

Golden Light Center, Gaza (Autonomous Palestinian Territories)

- Introducing to the accounting group and its composition.
- Establishing of an index of accounts.
- Accounting operations in the original and methods of registration in the Journal and the extraction of reports and financial statements.
- Stores and items operations with regard to sales and purchase invoices, shipments, orders and offers.
- Dealing with checks issued and received and the state of management and custody and all related to the banking operations.

28/03/2018–Present   **Online Freelancer Translator**

Online

- Translating texts and articles from English to Arabic and vice versa.
- Editing, revising, and proofreading texts to be sent to the clients Transcription and subtitling of films and videos.
- Using Computer Aided translation tools "CAT Tools" to give the best translation.
- Dealing with various clients and agencies.
- Using suitable translation types with each field of translation.
- Formatting the translated project to be delivered to clients.

03/02/2018–Present   **Conversation Course**

UK English Skills institution, Gaza (Autonomous Palestinian Territories)

- Introducing yourself and shearing some personal information.
- Talking about your needs and expectations.
- Makeing future plans.
- Talking about your career and your educational background.
- Developing simple conversations with people you encounter in day-to-day activities.

20/09/2012–Present   **Tutor of English**

Self-employed, Gaza (Autonomous Palestinian Territories)

- Training learners for final and midterm exams.

- Facilitating English language acquisition through reading of numerous texts of various genres appropriate for the age.
- Collaborating to implement content-based assignments for strengthening students' English speaking and listening skills.
- Creating a vibrant teaching atmosphere.

28/08/2007–Present   **Arabic-English Translator**

Self-employed, Gaza (Autonomous Palestinian Territories)

- Reading through original material and rewrite it in the target. language, ensuring that the meaning of the source text is retained.
- Proofreading and editing final translated versions.
- Retaining and developing knowledge on specialist areas of translation.
- Revising the texts to give a perfect translation.

04/06/2015–04/07/2015   **Mental Intelligence Teacher**

Mental Intelligence Center, Gaza (Autonomous Palestinian Territories)

- Train the child's mind on long computational sweets without using the calculator.
- Training the child to imagine the numbers and calculate them using the meter.
- Strengthening self-confidence and focus.
- Developing children's mental abilities.

24/12/2014–01/04/2015   **Teacher of Math**

Al-Shajaiya Primary School "UNRWA", Gaza (Autonomous Palestinian Territories)

- Teaching courses in mathematics to pupils,, utilizing course of
  study adopted by the Board of Education and other appropriate curriculum publications as guidelines.
- Developing lesson plans and appropriate instructional aids stressing "discovery" and laboratory learning methods.
- Contributing to raising standards of student attainment.
- Evaluating student progress and the ability to meet courses standards in mathematical knowledge and skills.

16/05/2013–20/05/2013   **Technical Support**

SpeedClick for Internet and Telecommunication Services, Gaza (Autonomous Palestinian Territories)

- Maintenance and monitoring of computer networks and systems.
- Logging the queries of customers and employees.
- Diagnosing and solving hardware or software faults.
- Following instructions, either written or in diagram form, in order to set up a system or fix a fault.

07/02/2012–07/03/2012   **Web Development "PHP & MySql " Course**

Vision Plus Company, Gaza (Autonomous Palestinian Territories)

- Uploading Projects to Web Servers .
- Introduction Domain registration for your site .
- Using PHP and MySQL for Large Projects .
- Debugging.
- Building User Authentication and Personalization .
- Building a Shopping Cart .

01/02/2012–01/03/2012	**Data Entry Operator**

Green Plains Society, Gaza (Autonomous Palestinian Territories)

- Entering customer and account data from source documents within time limits .
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry .
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output .
- Keeping information confidential .

EDUCATION AND TRAINING

20/05/2018–Present	**Diploma Director of Professional Office**	EQF level 4

Golden Light Center, Gaza (Autonomous Palestinian Territories)

- Computer Applications in Management
- Advanced Management Skills
- Advanced Secretary
- Communication and administrative communication
- Internet use in administrative work

29/01/2013–31/01/2013	**Marketing Skills Course**

Small &Medium Enterprise Business Training "SMET", Gaza (Autonomous Palestinian Territories)

- Developing an effective pricing strategy.
- Segmenting the market and measure the effectiveness of marketing.
- Determining ways of thinking inventively in marketing.
- Identifying of consumer decision making.

09/01/2013–22/01/2013	**How To Start Your Own Business Course**

Small & Medium Enterprise Business Training, Gaza (Autonomous Palestinian Territories)

- Gather information on investment opportunities and administrative procedures.
- How to study feasibility.
- Market analysis and risks available for investment opportunities.
- Knowledge in effective management skills

23/04/2012–28/06/2012	**Young Women Leaders Programme Course**

The Society of Women Graduates, Gaza (Autonomous Palestinian Territories)

- leadership, Life Skills and development and Management, Advanced IT and English.
- Advanced knowledge and skills of decision-making processes, self-development, conflict resolution, organizational management and communication.

01/09/2007–06/02/2012	**B.Sc. in Mathematics Computer**	EQF level 6

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

General

- General Chemistry, English Language, General Geology, Holy Quran, General Physics, Arabic Language, General Biology and Palestinian Studies.

Occupational

- Calculus, Computer Science, Data Bases, Electronics, Discrete Mathematics, Computer Logic

Design, Numerical Analysis, Abstract Algebra, Probability, Real Analysis, Computer Graphics, Software Engineering, Mathematical Statistics, Number Theory, Operating System, Computer Communications and Topology.

27/08/2006–03/08/2007	High School Certificate "Tawjehe"	EQF level 3

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

General

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

Scientific Stream

- Math, Physics, Biology and Chemistry.

PERSONAL SKILLS

Mother tongue(s)   Arabic

Foreign language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
C2	C2	C2	C2	C2

(English)

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

- Interpreting complex texts into easily readable material gained through my study at university.
- Writing creative or factual gained through my work as teacher.
- Good listener with a remarkable ability to understand instructions while paying attention to detail gained through my study at university.
- Able to communicate and explain things clearly gained though my experience as teacher.
- Speaking in public, to groups, or via electronic media gained through my wok as teacher.

Organisational / managerial skills

- Organised and prioritized personal schedule gained through my study at High school .
- Work successfully to meet strict deadlines gained through my study at High school.
- Ability to manage cross-functional teams and multi-disciplinary projects gained through education and training .
- Adaptability - Efficient under pressure gained through my work online translator.
- Critical thinking and problem solving skills gained through my work as an Online Translator.
- Time management gained through my study at High school.

Job-related skills

- Interpreting and translating any text of any kind from Arabic to English and vice versa.
- Good computer and keyboarding skills.
- Cultural knowledge in both your target and source language
- Keeping files, personal details and any other sensitive material confidential and safe.
- Using various methods and techniques of translation.
- Specialist knowledge in technical, commercial, industrial or scientific areas.

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.
- Touch typing speed 62 word per minute.
- Good command of photo editing.
- Converting file formats.
- Branding myself.

ADDITIONAL INFORMATION

CAT Tools
- Kilgray MemoQ 2014 R2
- SDL Trados Studio 2014 SP2
- WordFast

DTP Tools
- Adobe Illustrator CC 2014 ME
- Adobe Photoshop CC 2014 ME
- Foxit Phantom PDF Business v7.1.5.0425

References
- References are available upon request.