

ID 100628



Lina Abou Abdullah

Gender	Female
Nationality	Syrian
Date of Birth	1997-09-25
Current address:	
Country	Syria
City	Rif Dimashq
Address	Jaramana
Fixed Phone	+--
Mobile Number	+963-934-794755
E-mail Address	L.AbouAbdullah@gmail.com
Marital Status	Single
Driving License	None

Targeted Job

Objectives	Seeking a challenging position to begin my career in a high-level professional environment, where I can utilize my skills and experience to the maximum.
Targeted Job Type	Full time - Project Based - Voluntary - Free Lancer - Part Time
Targeted Job Category	Analysis/Statistic - Translation/Editorial Writing - Environment - Data entry/Archiving - Humanitarian/Disasters
Desired Work Location	Damascus - Homs - Daraa - Rif Dimashq
Availability to join a job	Immediately
Desired Net Salary	Confidential

Experiences

Company Name	Oxfam
Start Date	2020-06-10
End Date	Still Working
Job Title	MEAL field support personnel
Field of Work	Humanitarian/Disasters
Job Type	Voluntary
Work Place	Syria / Damascus
Net Salary	Confidential
Company Description	Oxfam is an international confederation of 20 NGOs working with partners in over 90 countries to end the injustices that cause poverty.
Responsibilities	<ul style="list-style-type: none"> -where possible, conduct both qualitative and quantitative data collection (for PDMs, DDMs, FGDs, evaluation and research) through face to face or by phone. -where possible, respond to beneficiaries' formal/informal feedback during field visits and data collection. -coordinate with other field teams to plan and implement MEAL activities in the field as required for the evaluation purpose. -perform data entry, archiving, sorting evaluation documents. -perform data cleaning, and data analysis using Microsoft Excel. -prepare project reports as per required. -perform any other duties as assigned by the line manager.

Company Name	On Point for Translation Services
Start Date	2019-01-01
End Date	2021-05-10
Job Title	translator and proofreader
Field of Work	Translation/Editorial Writing
Job Type	Free Lancer
Work Place	Syria
Net Salary	Confidential
Company Description	On Point is a translation team created in 2015, which provides all kinds of translation and media services.
Responsibilities	-Provide Translation, dubbing and subtitle services. Translating TV shows, programs and documentaries in both (Arabic to English) and (English to Arabic). -Provide proofreading services and making reports on a daily basis.
Company Name	Samba
Start Date	2017-05-08
End Date	2018-10-01
Job Title	Translator
Field of Work	Translation/Editorial Writing
Job Type	Free Lancer
Work Place	Syria / Damascus
Net Salary	Confidential
Company Description	Samba is a company born in 2012 in Damascus, Syria, with the aim of delivering the meaning faithfully. Samba is working on achieving its goal in the translation field by bringing the best of works from a wide range of foreign languages to Arabic language using both classical Arabic and spoken Syrian dialect.
Responsibilities	-Translate and transcribe TV shows, series and news programs from English to Arabic. -Apply language skills such as grammar, syntax, semantics, style and appropriate terminology and consistently complete work by deadline.
Company Name	TED
Start Date	2015-07-09
End Date	2017-09-02
Job Title	Translator
Field of Work	Translation/Editorial Writing
Job Type	Free Lancer
Work Place	Syria / Damascus
Net Salary	Confidential
Company Description	TED is a nonprofit devoted to spreading ideas, usually in the form of short, powerful talks. TED began in 1984 as a conference where Technology, Entertainment and Design converged, and today covers almost all topics; from science to business to global issues, in more than 100 languages. Meanwhile, independently run TEDx events help share ideas in communities around the world.
Responsibilities	Translate and subtitle TED's intellectual videotaped talks. Become a member in TED's open translation project.

References

Reference Name	Company	Job Title	Contact Info
Ms. Leen Balkhi	Oxfam	MEAL officer	lalbalkhi@oxfam.org.uk +963-944-687263

Education

Degree Name	literature degree
Graduation Year	2023
Educational Institution	Damascus University
Degree	Bachelor/ License Degree
Location	Damascus
Major	English literature

Degree Name	scientific degree
Graduation Year	2015
Educational Institution	Ibraheem Zainab highschool
Degree	Baccalaureate
Rate	80%
Location	Hamah
Major	scientific

Skills

Skill Name	Level	Years of Experience	Last used	Description
Digital skills	Advanced	4	Still using	- Good command in Microsoft Office suite including: Word, Excel, and Power point.
Communication skills	Advanced	2	Still using	- Good communication skills in English reliable and professional organized gained through my experience in the translation and transcription fields - Good communication skills with vulnerable members through my time with Oxfam working towards the social development with these conflict-affected people in fragile areas.
Organisational / managerial skills	Advanced	2	Still using	organizing work commands and tasks with all volunteers and co-workers.

Languages

Mother Tongue Arabic

Foreign Languages

Language	Reading	Speaking	Writing
English	Excellent	Excellent	Excellent