**Venus Khajavi**

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**Academic and professional Qualification Highlights**

 **M.A., North American Studies; Literature and culture, student, 2014**

 **B.A., English Language and Literature, 2010**

 **Interpreter and Textual Translator 13 – 19 October 2011, Global wrestling competitions**

 **Textual Translator and Interpreter 4th-5th February 2012, Global track and field competitions**

**Qualification details**

1. **Consecutive interpreting (CI) and Simultaneous Interpreting** (SI)

 • Language/Translation

 • Note taking

 • interpreting

 • Sight translation

1. **Translation**

 • Language/Translation

 • Delivery

 • Team work

**Experience**

1st Junior World & Asian Traditional Wrestling Games FILA, Mashhad, Iran 17-20 October 2011

**Interpreter and Textual Translator 13 – 19 October 2011**

20th Fajr international Indoor Athletics Championships Mashhad, Iran 4th-5th February 2012

**Textual Translator and Interpreter**

 1. Fidelity: Completeness & Accuracy, no over/under translation, distortion of meaning

 2. Vocabulary: (effective and consistent word choice & usage)

 3. Structure/Naturalness: smooth flow, appropriate style & register, clarity of voice, self-control

 4. Background knowledge: excellent understanding of subject matter

Ferdowsi Hakim School of Languages, Mashhad, Iran

**Course manager and Supervisor of the English language department, 2010 – 2014**

 • Assisted students and staff on all computer applications and operating skills

 • Assigned lessons, corrected papers, and heard oral presentations

 • Analyzed and improved English department results in standardized tests by 68%

 • Supervised activities from teaching to educational planning subjects

**Software:**

1. Office
2. SPSS
3. Practical IT knowledge

**Academic background**

**M.A., North American Studies student, 2014**

Friedrich-Alexander University, Erlangen-Nuremberg, Germany

**B.A., English Language and Literature, 2010**

Ferdowsi University, Mashhad, Iran

Passed additional course work in translation 8 credits and teaching 6 credits. Completed 136 credits in English language, literature, and related courses. Passed advanced courses in literature and literary composition. Completed two course works in linguistics, which has significantly contributed to my expertise in linguistical knowledge. Completed training for journalism. Passed comprehensive literary criticism and poetry courses. Two courses Emphasis: drama. Courses included: novels, poetry, short stories, literary schools, testing, essay and report writing. Successfully completed coursework in self-directed, self-paced learning environment. Successfully completed all coursework and training requirements in 8 terms during four years. Completed studies in research methods and oral reproduction of stories. Interest in literature. Major concentration in literary criticism and philology with emphasis on poetry and journalism. Non-credit courses in philosophy. Experience gained through two course works: journalism and report writing. Extensive reading on teaching issues. Graduated with a mathematics diploma in 2004.

**Skills and Interests**

• Classroom Evaluation • New Hire Mentoring. • Interactive Learning Methodologies

• Educational Systems • Textbook Review & Selection • Team Leadership & Supervision

• Employee Communications • Teaching/Training • Comparative Literature

• Implementation Strategies • Children's Literature • Lecture Techniques

• Student Evaluation • Research & Reporting • Student Motivation

• Problem-Solving • Lesson Plans • Supportive Counseling

• Measurement and Evaluation • Classroom Management • Individualized and Small Group Instruction

**Affiliations**

*Ferdowsi Hakim Language Learning Institute, 2010*

English Language Educational Team, Mashhad, Iran

The central Department of Physical Education Khorasan Razavi Province, 2011

The international competition section, the interpreter, Mashhad, Iran

**Licenses**

*B.A. in English Language and Literature, 2006 - 2010*

Ferdowsi University, Mashhad, Iran

Vocational Hotel Manager certificate, May 11, 2012

Technical and Vocational Training Organization

Vocational Human Resources Manager certificate, January 18, 2013

Technical and Vocational Training Organization

Research Assistant certificate, August, 2013

Technical and Vocational Training Organization

SPSS qualification degree, August, 2014

Technical and Vocational Training Organization