

Besan S. Alhaj

English<>Arabic Translator

Nationality: Palestinian

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Date of birth: 3/3/1999

Gender: Female

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WORK EXPERIENCE

Online Freelance Translator

Online (03 Oct 2020-03 Oct 2021)

- Translating documents and files to various translation agencies.
- Delivering projects before deadline.
- Dealing with different agencies and clients.
- Translating accurately and fast to match clients needs.

English<>Arabic Translator

Ertiq'a Association (14 Feb 2019- 8 Oct 2019) Gaza (Palestinian Territories)

- Converted concepts from Arabic into English and vice versa.
- Provided accurate translations of texts.
- Attended meetings to translate discussions.

Translator and Content Writer

Al-Thoria Media (20 Jan 2018- 5 March 2019) Gaza (Palestinian Territories)

- Converted text and audio recordings from English into Arabic and vice versa.
- Ensured translating texts convey original meaning and tone.

Wrote and edited reports.

Tutor of English

Self-employed (5 Sep 2018- 30 Apr 2019) Gaza (Palestinian Territories)

- Facilitated language skills for kids.
- Provided tutoring in English to classmates.
- Strengthen both receptive and productive skills.
- Prepared mock exams to prepare them for final exams.
- Took care of students with special needs.
- Prepared mid-term and final exams.

EDUCATION AND TRAINING

Bachelor Degree in English Literature/ Translation

Al-Azhar University-Gaza (AUG) (1 Sep 2018- 23 Jan 2022) **GPA 93.5%**

Translation courses: (Media Translation, Legal Translation, Scientific Translation, Religious Translation, Literary Translation, Economic Translation, Business Translation)

Writing I, Writing II, Conversation I, Conversation II, Literary Criticism.

Occupational skills covered:

Leadership, Team Working, Listening, Job-specific, Time Management, Problem-Solving, and Communication Skills.

LANGUAGE SKILLS

Mother tongue(s):

Arabic

Other Language(s)

English

LISTENING: C1 READING: C2 UNDERSTANDING: C1

SPOKEN PRODUCTION: C2

SPOKEN INTERACTION: C2

ORGANIZATIONAL SKILLS

- Organized and prioritized personal schedule.
- Focus oriented.
- Time management.
- Successfully working to match strict deadlines.

Communication skills

- Speaking English fluently.
 - Interpreting complex texts into easily readable material.
 - Speaking in front of large groups.
 - Excellent presentation and negotiation skills.
- Speaking in public, groups, or via electronic media.

JOB-RELATED SKILLS

- Ability to work under pressure.
- Interpreting and translating any text of any kind from Arabic to English and vice versa.
- Using various methods and techniques to translate.
- Knowledge of computer and media.
- Language proficiency.
- Fact-checking and proofreading.

RECOMMENDATIONS

Said Nabhan (Professional reference):

Mobile number: +970599471171

E-mail: info@ertiqaa.org

Position: Manager/ Ertiqaa Association.

Reference Relation: Manager.