

Alaa Jalal Salman Kanso

Academic and Literary Writer, Content Editor, Translator, and Influential Teacher.

Enthusiastic. Effective. Passionate. Equipped with technical expertise, creative abilities, and experience in managing writers & literary projects, with developed & implemented editorial and translating standards for style & quality, both of which are elements employed by writing & editorial teams. A motivated English teacher with a proven record of aiding learners augment their intellectual capacities, providing positive learning experiences, and building & maintaining effective behaviour management systems.



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SKILLS

Excellent Verbal, Non-Verbal, and Written Communication

Cultural Awareness & Intelligence

Time Management & Multitasking

Analysis & Research

Self-Management & Self-Motivation

Creative & Academic Writing Skills

Copywriting & Copyediting

LANGUAGES

English, Arabic, and Greek
Professional Working Proficiency

INTERESTS

Reading

Writing

Reviewing

Critiquing

Painting

PROFESSIONAL EXPERIENCE

Freelance Editor

2017 – Present

Achievements/Tasks

- Regularly edited various content types, including manuscripts, emails, social media posts, blogs, and academic papers.
- Edited content produced by publishing companies, and analyzed content metrics while making alterations as needed.
- Ensured consistency in perfect grammar, punctuation, and overall editorial completeness and accuracy.
- Prioritized detail-oriented methodologies and committed to meeting tight deadlines while balancing a high level of creativity, as well as the tactic to employ professional-driven insights to edit and write better material.

Freelance Translator

2017 – Present

Achievements/Tasks

- Scrutinized original material and rewrote it in the target language, ensuring that the meaning of the source text is retained.
- Utilized specialist dictionaries, thesauruses, and reference books to detect the most akin equivalents for terminology and words employed.
- Liaised with clients to elucidate and elaborate upon any unclear points.
- Followed manifold translation-quality postulates to ensure legal and ethical obligations to the customer are provided.

Rami Ollaik Bureau Editor

2019

Achievements/Tasks

- Responsible for gathering, editing, and publishing content for top-rated lawyers and online supplements encompassing on the legal industry.
- Involved in maintaining editorial lineups (articles as well as artwork), successfully balancing a myriad of daily projects, and editing 3-4 full-length academic journal articles on a daily basis while triumphantly meeting a plethora of deadline schedules.
- Responsible for editing, proofreading, and correcting all copy, including daily and weekly e-newsletters and press releases.
- Reviewed legal database conversion to ensure document integrity, conducted quality control edits on academic articles, proofread and updated law documents, and tracked common errors in editing and tagging of documents.

United for Lebanon Translator

2019

Achievements/Tasks

- Supplemented written translation as assigned, and reviewed translations performed by others members of the firm.
- Handled a range of projects of variant magnitudes, oscillating between text projects, legal documents, website content, news articles, and corporate reports.
- Maintained the professional standards of translation by attending continued educational training to sustain the highest principles of translation and editing necessary.
- Performed various translation and interpretation duties from Arabic into English, including written texts, localization, internationalization, and live speaking presentations.
- Upheld strict confidentiality policy when translating personal and diplomatic materials

PROFESSIONAL EXPERIENCE

American Language Center

Teacher

2018 – 2019

Achievements/Tasks

- ▣ Established a reward system to manage inappropriate classroom behavior, resulting in a marked decrease in detentions.
- ▣ Provided full learning experience and support for students beyond set classes, working with pupils experiencing barriers to learning across the academic range.
- ▣ Observed, assessed, and recorded learners' progress, and shared knowledge with both practitioners and parents as required.
- ▣ Taught learners the subjects involved and created a new display, resulting in an excellent report on the behalf of the department.

British Council

Teacher

2017 – 2018

Achievements/Tasks

- ▣ Identified, selected, and modified resources to meet learners' diverse needs, and integrated worksheets to vary lessons and consolidate concepts.
- ▣ Identified the needs of learners and—if necessary—adapted course content and delivery style to meet their needs.
- ▣ Assisted students in acquiring better understanding of targeted weak areas within a particular subject and the totality of courses as a whole.
- ▣ Taught the assigned courses in accordance with the course outlines and recommended textbooks.
- ▣ Employed, as stipulated by the program, integrated listening, speaking, reading, and writing activities, with the help of technology to facilitate the learners' comprehensive skills.

Home Tutoring

Tutor

2015 – Present

Achievements/Tasks

- ▣ Prepared weekly lesson plans to help students prepare for their school courses.
- ▣ Succeeded in helping students reach their goal of earning praiseworthy grades throughout their years.
- ▣ Developed and implemented comprehensive lesson plans that accommodated specific level of learners while offering support to make certain each student was able to grasp the required material.
- ▣ Provided assistance to students in their current workload by reviewing past test results.

Ziad Library

Salesperson

2015

Achievements/Tasks

- ▣ Served customers, dealt with money, gave advice, answered inquiries, and ordered books for customers.
- ▣ Carried out stock control, assessed sale procedures, and ordered new stock from catalogs and directly from publishers.
- ▣ Administered tasks, and became involved in some accounting, distributing orders, arranging deliveries, and dealing with returns.

CERTIFICATES

Master's 1 Degree in English Language and Literature (2018 – 2019)

Bachelor's Degree in English Language and Literature (2015 – 2018)

Honours Degree (2018)

Certificate of Academic Excellence (2018)

Internship Certification in Translation and Editing (2019)

American Language Center Foreign Language Groups Certificate of Achievement (2018)

CERTIFICATES

British Council Foreign Language Groups (FLG) Program Certificate of Achievement (2017)

British Council Child Protection Awareness (2017)

Stage at Zaatari High School (2018)

Baccalaureate Certificate (2015)

Brevet Certificate (2013)

PERSONAL PROJECTS

Author

- ▣ Published two novels online, both accumulating an approximate number of over 31 thousand reads, 2 thousand votes, and hundreds of comments and interactions

Content Writer and Reviewer

- ▣ Created Instagram and Goodreads accounts, in addition to a blog entitled Literary Insights, in which I write articles, review, and critique books, articles, essays, and other literary works.

EDUCATION

Master's 1 Degree in English Language and Literature

Lebanese University (LU)

2018 – 2019

Bachelor's Degree in English Language and Literature

Lebanese University (LU)

2015 – 2018

Brevet and Baccalaureate Education

Zaatari Official High School

2013 – 2015

ACHIEVEMENTS

Language

Fluent in both English and Arabic languages and novice in Greek; written and spoken. Teaching, writing, editing, and translating sharpened my communication skills and broadened my path of attaining traits efficient in facilitating my ability in initiating conversations and communicating with others through oral and written methods.

Behavior Management

Maintained effective behavioral management within the classroom by incorporating motivational procedures and propelling activities, along with positive reinforcement strategies.

The Elite Book Club

Initiated the Elite Book Club with my college professor and fellow colleagues, within which numerous events have taken place in multitudinous places, varying between book discussions, literary analyses, poetry and prose recitals, and the likes.

Academic and Professional Excellence

Managed to obtain and maintain both excellence and reverence in academic and professional fields, all the while acquiring acclaim from my educational department and praise for my dexterous respect and integrity in fieldwork.