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ABOUT ME

To Whom it May Concern: I am a native Spanish-Arabic translator/educator/tour guide with a Bachelor's Degree in Translation Studies, majoring in translation and interpreting in Arabic, Spanish and English. I also hold a Master's Degree in Advanced Studies in Spanish majoring in Spanish as a foreign language and a Master's Degree in Arabic and Hebrew culture in Al-Andalus majoring in tourism. I have attached below my curriculum vitae it may provide you with a detailed glimpse of my work experience in different administration and education fields, as well as, translation and tourism, in addition to my academic qualifications. I look forward to hearing back from you. Respectfully Yours

WORK EXPERIENCE

Spanish Teacher

Instituto de Cervantes [16/04/2021]

City: Beirut

Country: Lebanon

- Business or sector: Education

Established and communicated clear objectives for all lessons and units to students.

Collaborates with colleagues to address teaching and research issues.

Plan course content, and course materials and methods of instruction.

Adapted teaching methods and instructional materials to meet student needs.

Taught students to appreciate the Spanish culture where the language is spoken.

Instructed students, both individually and in groups, using various teaching methods.

High digital competences in teaching using Zoom and Meet applications.

Volunteer at 26 Letters

26 letters [01/03/2021 – Current]

City: Beirut

Country: Lebanon

- Business or sector: Information and communication

Coordination and monitor project activities according to the grant agreements and quality standards.

Assist in developing, plan and implement a language curriculum for youth classes

Build networks with community for their development

Collect data and ensure proper planning and preparation of the material required.

Proactive and strong relationship skills with the ability to work effectively in different circumstances

Educational Researcher Internship

Patronato de la Alhambra [01/08/2020 – 28/09/2020]

Address: Granada (Spain)

City: Granada

Country: Spain

Name of unit or department: Patronato de la Alhambra - **Business or sector:** Arts, entertainment and recreation

Comparative study between the Alhambra and the Generalife with other historical monuments in the Arab world.

Comparative study relative to protection and conservation from the date of its declaration as a World Heritage Site (WHS), in comparison with a similar characteristic (fortified or palatine monuments) in the Arab World.

Official Tour Leader Guide

Viajes Carrefour / Travel & Feel Tours / Licensed Tour Guide [23/11/2018 – 15/03/2020]

City: Granada

Country: Spain

- Business or sector: Administrative and support service activities

Receiving and assistance for tourists during the journey.

Outstanding communication skills in teamwork.

Check-in/Check-out in hotels, monuments and optional excursion.

Organizational ability with different communities.

Cultural y historical knowledge.

Collaboration and management of rest breaks.

Customer Support Management

Lucernae Numismatica [03/09/2018 – 30/11/2018]

City: Jaén

Country: Spain

- **Business or sector:** Administrative and support service activities

Implementation, monitoring and reporting processes relevant to assigned area.

Monitor and evaluate ongoing activities according to approved objectives

Act as catalyst and facilitator in working with partners

Support in preparing and organising administrative duties.

Strong interpersonal skills and a sense of responsibility.

Internship: Consecutive Interpretation (Spanish - Arabic)

Studio Moretto Group [20/06/2018 – 21/06/2018]

City: Granada

Country: Spain

Consecutive Interpretation (Spanish - Arabic) of a bilateral agreement between Seville Town Council of Sevilla and Marrakech Town Council.

Internship: Simultaneous Interpretation

Chamber of Commerce of Granada [06/05/2018 – 06/05/2018]

City: Granada

Country: Spain

Simultaneous Interpretation between Spanish - Arabic language combination.

Administrative Assistant

Granasol [01/10/2016 – 31/01/2018]

City: Granada

Country: Spain

- **Business or sector:** Administrative and support service activities

Invoicing delivery notes, as well as, bill regarding the request of the customers.

Managing and organize logistic aspects for customers and suppliers.

Paying attention on details and deadlines.

Assist properly in the weekly preparation reports to achieve the target of company.

Support Operations in the Warehouse.

Perform other duties as assigned by Line Manager to the whole team.

Telephone Interpreter (English-Arabic-Spanish)

Oncalls [18/08/2017 – 26/12/2017]

City: Granada

Country: Spain

- **Business or sector:** Information and communication

Telephone Interpretation: English / Spanish languages

Provide the highest level of customer service during interpreting sessions.

Provide accurate and complete interpretation.

Act professionally with regards to appearance, conduct, tone of voice and punctuality.

Arabic Localization Tester

Electronic Arts (EA) [06/2016 – 09/2016]

City: Madrid

Country: Spain

Name of unit or department: Localization/ Quality Assurance - **Business or sector:** Arts, entertainment and recreation

Quality Assurance Localization Tester: Analytical Testing Process of texts.

Submission and regression of issues once they are fixed.

Experience in dealing with hardcoded text errors and cut off messages as well as text alignment compatibility in Arabic Language Programs.

English and Spanish Translation into Arabic.

Parallel texts in Arabic and English for accurate translations.

Internal database management , such as Hal9000 and DevTrack, as well as Glosbe, Reverso, Almaany.

Arabic and Spanish Teacher

Jiber Academic Center [20/09/2014 – 13/02/2015]

City: Granada

Country: Spain

- **Business or sector:** Education

Prepare course materials such as daily plan, homework assignments, etc.

Linguistic knowledge and experience in intercultural communication.

Individual student training, as well as, awareness and excellent communication skills.

Contribution and development of different didactic strategies.

Moderate classroom discussions to develop critical thinking and different learning skills

Arabic Translator/ Interpreter

SeproTec Multilingual Solutions [06/2014 – Current]

City: Madrid/Granada

Country: Spain

Name of unit or department: Interpretation and Translation Services - **Business or sector:** Other service activities

Knowledge of subjects related to courts, in addition to the extensive terminology of this field in both languages: Arabic and Spanish.

Consecutive interpretation: Interpretation from Spanish to Arabic and vice versa in the section of "Minors (under 18 aged)" at the Public Prosecutor's Office of the Police Department of Granada. Consecutive interpretation at the Criminal, District and Juvenile Courts.

Working with people of all ages and social groups.

Language Specialist

Freelance Translator [01/10/2012 – Current]

City: Granada

Country: Spain

Translation/ Interpretation/ Proofreading:

Legal contracts (rental and sales agreements).

Court rulings (marriage/divorce), judicial decrees, birth certificates.

PhD Thesis in Arabic Literature.

EDUCATION AND TRAINING

Master Degree in Arabic and Hebrew Cultures: Al-Andalus and Modern Arabic World

University of Granada [01/10/2019 – 31/07/2020]

Address: Granada (Spain)

Field(s) of study: Arts and humanities : *History and archaeology*

Thesis: The Alhambra Palace viewed in eyes of an Arabic perspective.

- Intercultural Mediation.
- Patrimonial and Cultural Tourism Management, as well as Museum Management.
- International Cooperation, as well as Planification and translation/interpretation task.
- Linguistic and Cultural Studies and Guidance.

Master Degree in High Studies of Spanish Language

Joint Master coordinated by University of Granada in collaboration with University of Málaga [01/10/2013 – 30/06/2014]

Address: Granada and Málaga (Spain)

Field(s) of study: Education, Social sciences, Linguistic and Journalism : *Sociology and cultural studies*

Thesis: Anglicism in Spanish Digital Media Newspapers

Strategy for Educational Integration of ELE (Spanish as a foreign language)

Lexicological and lexicographic theory and practice of Spanish language;

Linguistic norm of Spanish: tradition and modernity

Linguistic corpus: applications

Methodology of research in Spanish Language

Bachelor Degree In Translation and Interpretation

University of Granada [01/10/2004 – 30/09/2012]

Address: Granada (Spain)

Field(s) of study: Arts and humanities : *Language acquisition*

Bachelor´s Degree in Translation and Interpretation Spanish-English-Arabic (Legal, press, literary, scientific and technical).

Major: certificated translation Spanish- Arabic and Arabic - Spanish, translation and interpretation different areas from Spanish to Arabic and vice versa.

LANGUAGE SKILLS

Mother tongue(s):

Arabic , Spanish

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

PUBLICATIONS

The Alhambra Palace viewed in eyes of an Arabic perspective.

[2020]

Master Degree Thesis: Alhambra Palace vision by Arab visitors and tourists eyes.

A proposal study to develop the culture and historical knowledge of the Alhambra Palace, as well as, the enjoyment of one of the best international wonders in the world as a tourist destination for all nationalities.

Anglicism of Spanish Language in Media

[2014]

Thesis Master´s Degree: a linguistic study relative to the excessive use of the recent English terminology in oral Spanish language, as well as, the written one. The influence which plays the social media over languages, especially the Spanish language.

ORGANISATIONAL SKILLS

Organisational skills

- Skills gained through Management and Organisational experience.
- Information Processing
- Cultural and academic management of events.

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- Interpersonal and communication skills.
- Teamworking
- Flexible and diplomatic
- keen eye on details

JOB-RELATED SKILLS

Job-related skills

- Fluent in three languages: Arabic, English and Spanish.
- Research background and skills in data coordination and organisation.
- Ability to maintain confidentiality, respect, non-discrimination and safety of client at all times
- Computer proficiency in MS Windows and MS Office packages.

COURSE

Course

April 2018

Research Tools and Scientific Information Management related to Doctorate Program (Languages, Texts and Contexts) at the University of Granada.

Course

January 2018

II Workshop: Peaceful Protest Against Violence at the University of Granada (UGR SOLIDARIA).

Opening PhD Program, Training Activities in "Languages, Texts and Contexts".

Course

December 2016

Personal Productivity in the Digital Age: hosted by Google and Santa Maria la Real Foundation (40h).

Course

September 2016

Video course online "Telephone Interpreting: Voze app :Tutellus Technologies, SL (Adriana Jaime Pérez).

English Writing Business

Course

March 2016

Introduction to Web Pages Creation hosted by University of Alicante; Google and IEI: (40h).

Course

January 2015

Cultural Management and Development at Three Cultures of the Mediterranean Foundation (95h).

Course

May 2014

Digital Marketing (Marketing online) hosted by Google and IAB Spain (40h).

Course

June 2013

VI Professional Orientation Workshop in Translation and Interpretation (Training)

Course

February - March 2012

Introduction to General Law in the Arab Countries (18H).

Course

May 2011

Mechanism Based on Creation of Arabic Terminology (8h).

Course

January - March 2008

Information and Manipulation in the Arab world context as a Fourth Power (30h).

CONFERENCE

Conference

March 2018

Search Tools and Information Management in Research Studies.

Writing a research paper in English

Research Plan Development for PhD Studies.

Conference

March 2007

Simultaneous Interpretation at the Euroárabic Foundation (10h)

SEMINAR

Seminar

March 2014

Employment guidance and partner collaboration" at Helsinki España.

Seminar

February 2009

Session in "THE VALUE AND TOLERANCE IN THE MOROCCAN POETRY" (9h).