

# Besan S. Alhaj

**English<>Arabic Translator**

**Nationality:** Palestinian

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**E-mail address:** besan.alhaj3@gmail.com

**Date of birth:** 3/3/1999

**Gender:** Female

**LinkedIn:** <https://www.linkedin.com/in/besanalhaj99/>

## WORK EXPERIENCE

### Online Freelance Translator

**Online** (3 Oct 2020- Present)

- 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 Jul 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 2020- 5 Jan 2021) 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 2019- 30 Apr 2020) 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.

### **Business Development Coordinator**

**Hult Prize/ University of Palestine** (6 Sep 2020- 22 Dec 2020) Gaza ( Palestinian Territories)

- Collected information concerning international food startups.
- Organized the work of the team.
- Networked with some food startups, experts, and entrepreneurs.
- Coordinated and arranged trainers' events, meetings, appointments, and conferences.

### **Social Media Manager**

**Al-Thoria Media** (20 Jan 2020- 5 Jan 2021) Gaza (Palestinian Territories)

- Implemented social media strategy to align with business goals.
- Administered the social media accounts of the institution.
- Created text and video content.
- Managed posts and responded to followers.
- Expressed the institution's views creatively.

## **EDUCATION AND TRAINING**

### **Bachelor Degree in English Literature/ Translation**

**Al-Azhar University-Gaza (AUG) (1 Sep 2018- Present) Current GPA 95%**

**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, in 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 computers and media.
- Language proficiency.
- Fact-checking and proofreading.

## **RECOMMENDATIONS**

### **Hussam Abu Sa'ada (Academic reference):**

Mobile number: +970595600606

E-mail: hosamsada@yahoo.com

Position: Professor of English/ Al-Azhar University of Gaza.

Reference Relation: Professor.

### **Said Nabhan (Professional reference):**

Mobile number: +970599471171

E-mail: [info@ertiqaa.org](mailto:info@ertiqaa.org)

Position: Manager/ Ertiqaa Association.

Reference Relation: Manager.