

PERSONAL INFORMATION

OLA W. M. ABURAMADAN



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Date of birth 28/05/1994 | Nationality Palestinian

WORK EXPERIENCE

19 MAY 2020

Translator and Content Writer (Woman's Affairs Center)

- Online content writing, marketing, Press Release writing, translation.

30 APRIL 2020

Writer (We Are Not Numbers)

- Storytelling in English.

1 JAN 2020-1 APR 2020

Administrative Office Assistant (BDO)

- Auditing.
- Organize and schedule meetings and appointments.
- Field visits to companies to offer the service.

01 Sep 2019- 01 Nov2019

Collection Officer (Al-Manar Company)

- Convince clients into coming to the company to settle their debts.

01 Aug 2017-01 Jul 2019

Sales Officer (Jawwal Telecommunication Company)

- Marketing, Public Relations and networking with clients and companies.
- Meeting the monthly sales target by marketing cellphones and telecommunication services and collecting debts.
- Customer care and problem solving.
- Solving problems at work and work under pressure.
- Office duties, scanning, printing and archiving files.
- Telemarketing.

07 Apr 2019-14 Apr 2019

Translator (Gaza Community Mental Health)

- Translate from English to Arabic 2018 annual report.

01 Jun 2017- 01 Aug 2017

Telemarketing (Jawwal Telecommunications)

- Telemarketing department, daily sales target.

01 Feb 2017-01 May 2017

Translator (Freelancer) (Upwork)

- Translate from English to Arabic and vice versa.
- Accurate translation of documents and videos.

01 Sep 2016-01 Jan 2017

English Teacher (Modern Canadian School-Gaza)

- Teaching Arabic and English.

EDUCATION

01 Sep 2012–20 Jul 2016

B.A Degree in English Language and Literature

faculty of Arts & Human Sciences at Al Azhar University – Gaza

COURSES

05 Feb 2020-18 Apr 2020

Legal Translation

(Languages & Translation Institute-IUG) (30Hrs)

24 Nov 2019-31 Dec 2019

IELTS Preparation Course

(Oxford English Center-Gaza) (30Hrs)

13 Apr2018 -14 Apr2018

Professional Selling Skills

(Pick and Call Company) (12Hrs)

17 Jun 2016–17 Jul 2016

Freelancing Skills – Translation Jobs Online

(Vision Plus for Information Technology Company) (30Hrs)

14 Nov 2013–17 Dec 2013

Interpretation

(Alsalam Educational Center The exclusive agent for Cambridge Training College Britain) (30Hrs)

30 Jun 2013–08 Jul 2013

English Conversation Skills and Creative Writing

(Co Al Wedad Society for community Rehabilitation in cooperation with the Faculty of Human Sciences at Al Azhar University) (24Hrs)

LANGUAGE SKILLS

- Arabic: Native
- English: Fluent – TOEFL ITP Score (553)

Communication skills

- Excellent Body Language
- Excellent Public Speaking.
- Collaborative and Team Work.
- Social and Interactive Personality.
- Flexibility.

Organizational / managerial skills

- Work Under Pressure.
- Enthusiasm.
- Dedication.
- Leadership.

Other skills

- Communication Skills in Arabic and English
- Marketing and Telemarketing skills
- Efficient use of e-mail and internet.
- Enthusiast to improve myself to meet any job requirements and deadlines.
- Initiative when it comes to the process of improvement.
- Hard work devoted person who continuously seeks to improve skills.
- Translation (English to Arabic and vice versa).
- Creative Writing in Arabic and English.
- Proofreading in Arabic and English
- High speed typing in Arabic and English.

COMPUTER SKILLS

Microsoft Word, Excel, TCRM.

REFERENCES

Amer Abuorieban, Sales Department

- Email: amer.abuorieban@beyonders.ps
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Jamal Al-shareef (PhD) Head of English Department at Al-Azhar University

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- Phone: +972 599418695

Amani H. Abu Jarad (PhD) Department of English

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