

LEENA ABU JUDAH

TRANSLATOR

PERSONAL PROFILE

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries. Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

AREAS OF EXPERTISE

LEGAL TRANSLATION
TECHNICAL TRANSLATION
LITERARY TRANSLATION
EDITING TRANSLATION
COMMERCIAL TRANSLATION
JOURNALISM TRANSLATION

CONTACT INFO

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WORK EXPERIENCE

TRANSLATOR | MAY 2021- NOV 2021

Freelance translator at A.M. Qattan Foundation

Al- Nukhba Kindergarten, volunteer | Jan 2021 - May 2021

- promoting students' academic, physical and social development.
- Focus on creating a lively, enjoyable environment for the children

Daughters of Charity, volunteer| Sept 2016- Nov 2016

- sharing skills with the kids
- developing healthy habits
- connecting children with services when they need

EDUCATION AND CERTIFICATES

BETHLEHEM UNIVERSITY

Bachelor of Arabic Language & Literature with Diploma program in Translation | Aug 2015 - Jun 2019

- Major in Arabic Language and Literature
- Minor in Translation

GOGTHE-INSTITUT

GERMAN CERTIFICATE | Apr 2011 - Sep 2011

- German Language Certificate, Level (A1)

COURSERA

Write Professional Emails in English | Jul 2020 - Aug 2020

Write Professional Emails in English, an online course authorized by Georgia Institute of Technology and offered through Coursera

SKILLS

- Computer Application Skills (Typing in English and Arabic, Microsoft Office Word, Microsoft Office PowerPoint)
- Planning skills
- Teaching skills
- Translation
- Communication skills
- Teamwork oriented
- Problem solving skills
- Adaptability