

PERSONAL INFORMATION

Esraa abuskhail

📍 Alshamaly st, Gaza strip, Palestine, 00970 (Autonomous Palestinian Territories), 00970 Gaza (Autonomous Palestinian Territories)

📞 592604548

✉ esraaskhail23.3@gmail.com

🌐 <https://www.linkedin.com/in/esraa-abuskhail-783548174/>

💬 Skype esraa skhail

JOB APPLIED FOR

Online Arabic<>English Freelance Translator

WORK EXPERIENCE

10/10/2018–Present

Online Freelance Translator

Online, Gaza (Autonomous Palestinian Territories)

- Translating texts and articles from English to Arabic and vice versa.
- Editing, revising, proofreading and formatting texts to be sent to the clients.
- Transcription and subtitling of films and videos.
- Using Computer Aided Translation Tools "CAT Tools" to give the best translation.
- Dealing with various clients and agencies

09/09/2013–Present

Tutor of English

Self-employed, Gaza (Autonomous Palestinian Territories)

- Self-employed, Gaza (Autonomous Palestinian Territories)
- Researching or recommending textbooks, software, equipment, or other learning materials to complement tutoring.
- Prepare and facilitate tutoring workshops, collaborative projects, or academic support sessions for small groups of students.
- Participating in training and development sessions to improve tutoring practices or learn new tutoring techniques.
- Organizing a tutoring environment to promote productivity and learning.
- Reviewing class material with students by discussing the text, working solutions to problems, or reviewing worksheets or other assignments.

20/08/2012–Present

Arabic<>English Translator

Self-employed, Gaza (Autonomous Palestinian Territories)

- Translating texts and documents from English to Arabic and vice versa.
- Formatting the documents to match the source one.
- Editing and revising translated documents for clients.
- Proofreading the files to give the final version of the translation.
- Revising the texts to give a perfect translation.

02/11/2018–Present

Teacher of English

self-employed, Gaza (Autonomous Palestinian Territories)

- Maintaining discipline in the classroom.
- Creating a vibrant teaching atmosphere.

- Advising student on career issues.
- Organizing and delivering classroom lectures to students.
- Advising students on academic and vocational curricula, and on career issues

02/09/2015–20/03/2016

Teacher of English

Ibn-sena school, Gaza (Autonomous Palestinian Territories)

- Evaluating a students' class work and assignments.
- Preparing classroom and coursework materials, homework assignments, and handouts.
- Recording and maintain accurate student attendance records and grades.
- Classroom management.
- Developing English lesson plans in line with the National Curriculum.

EDUCATION AND TRAINING

01/12/2017–01/01/2018

IELTS Preparation Course

UK English Skills Center, Gaza (Autonomous Palestinian Territories)

- Develop all the skills.
- Knowledge of Grammar, Spelling, and Punctuation.
- The Power of Observation.
- Speaking more fluent.

23/09/2012–22/05/2017

B.A and Ed. in English Language and Teaching Methods

Islamic University of Gaza "IUG", Gaza (Autonomous Palestinian Territories)

General

- Developmental Psychology, Computer Science, Mental Health, Measurement and Evaluation, Methods of Education Technology, and Environmental Sciences. Occupational ▪
- Essay and Writing, Translation, Phonetics, Conversation, Literary Criticism, and Linguistics.

Skills

- Teaching English. ▪
- Writing and analyzing essays. ▪
- Translating any text professionally. ▪
- Using Computer professionally

10/04/2017–20/04/2017

Biography and Personal Interview Course

Elite Center for Studies Development and Educational Improvement, Gaza (Autonomous Palestinian Territories)

- Speaking clearly, cohesively, and calmly
- Being confident, not arrogant
- Expressing optimism, with your words and your body language
- Showing interest, without desperation
- Expressing gratitude

02/09/2011–20/06/2012

High School Certificate " Tawjihi "

Al-Jaleel Girls High School, Gaza (Autonomous Palestinian Territories)

General

- Arabic, English, Arts and Crafts, Islamic Education, IT, Physical Education, and Management and Economics.

Humanitarian Steam

- History, Math, Geography, Contemporary Issues, and Scientific Culture

PERSONAL SKILLS

Mother tongue(s) Arabic

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Excellent written and verbal communication skills gained through my B.A.
- Confident, articulate, and professional speaking abilities gained during a conversation course.
- Writing creative or factual gained through my study at university.
- Speaking in public, to groups, or via electronic media.
- Excellent presentation and negotiation skills gained through my work as a teacher.
- Fluent speaker gained through self-study.

Organisational / managerial skills

- Creating and keeping deadlines.
- Ability to work under pressure gained through my work as an Online Freelance Translator.
- Analytical skills gained through my work as a Teacher Goal setting and meeting goals.
- Decision making.
- Managing appointment.
- Making a schedule and Coordinating events.
- Problem solvin and Productivity.
- Teamwork and Team leadership gained through my B.A and Ed.
- Strategic thinking gained through my study at university.

Job-related skills

- The ability to transfer style, tone, and cultural elements accurately from Arabic to English and vice versa.
- Interpreting and translating any text of any kind from Arabic to English and vice versa.
- Specialist knowledge in technical, commercial, industrial or scientific areas.
- Attention to details.
- Ability to write well and adhere to a given framework

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid

International Computer Driving Licence "ICDL"

- Excellent with Microsoft Office.
- Professional typing rate of 70 WPM (words per minute).

- Good command of photo editing.
- Converting file formats.
- Branding myself

Other skills

CAT Tools

- Kilgray MemoQ 2015 R2
- SDL Trados Studio 2019 SP1
- WordFast Pro

DPT Tools

- Adobe Illustrator CC 2018
- Adobe Photoshop CC 2018
- Foxit PhantomPDF Business.

References

- References are available upon request