



Ruba Abu Shawish

DATE OF BIRTH:
17/05/1997

CONTACT

Nationality: Palestinian
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Gender: Female

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Other: other

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ABOUT ME

I'm a 23-year-old, English literature graduate. I'll help you with anything related to the following: - Creative Writing - Ghostwriting - Blog Writing - Rewriting & Editing - Copy Writing - Research Writing - Data Entry - Short Stories - Translation

----- I pay close attention to details and always make sure my writing is grammatically correct, engaging, and always original content that will carry the voice and tone of the brand I'm writing for. I'm known for accurate and professional academic translations.

----- I'm a devoted learner, and I'm always ready to absorb new techniques and methods. My fashions of doing things are flexible and relatable to various platforms and audiences. Further, I do photography as a hobby. You are promised delicacy, accuracy, and full commitment to deadlines.

WORK EXPERIENCE

15/08/2019 - 30/11/2019

English teacher

GTC

-Helping the crew with translation educational documents.

-Teaching three majors English language.

-Managing English Club activities.

-Working as an interpreter.

Gaza, Autonomous Palestinian Territories

03/07/2019 - CURRENT

Translator

Upwork/ Freelancer

-English&Arabic translator

-Proofreader

-Voice-over artist

-Content writer (Reports/ articles/ blogs....)

Gaza

03/03/2020 - CURRENT - Lebanon, Lebanon

Online community manager

Darza

Set and implement social media and communication campaigns to align with marketing strategies

Provide engaging text, image and video content for social media accounts

Respond to comments and customer queries in a timely manner

Monitor and report on feedback and online reviews

12/12/2019 - 17/02/2020 - Ankara, Turkey

● **Writer**

Urtrips

Write clear marketing copy to promote our products/services

Prepare well-structured drafts using Content Management Systems

Proofread and edit blog posts before publication

Submit work to editors for input and approval

Coordinate with marketing and design teams to illustrate articles

Conduct simple keyword research and use SEO guidelines to increase web traffic

Promote content on social media

EDUCATION AND TRAINING

10/10/2015 - 19/06/2019 - Gaza, Autonomous Palestinian Territories

● **BA in English Literature**

Al Aqsa University

General:

*Practice the language.

Occupational:

* Public Speaking

*Translation

*Writing.

04/06/2012 - 04/06/2014 - Gaza, Autonomous Palestinian Territories

● **Access student**

Amideast

General/

English language

Speaking skills

Writing skills

Reading skills

Specific/

Culture

customs

traditions

Voluntary work

EQF level 6

04/07/2019 - CURRENT – Gaza, Autonomous Palestinian Territories

● **Freelancer**

UpWork

English to Arabic translator " Vise versa

Voice over artist

Proofreader

subtitler

04/07/2019 – GAza, Autonomous Palestinian Territories

● **Translator**

Freelancer

English&Arabic translator

Voice over Artist

Proofreader

subtitler

EQF level 3

Gaza

● **Facilitator**

Tamer Institute

General:

Facilitating projects, leading meetings, and participating in community initiatives.

Directing creative writing sessions.

Monitoring video-conference sessions.

Writing reports and weekly plans for the meetings.

Participated in a national short story contest and won.

EQF level 4

LANGUAGE SKILLS

MOTHER TONGUE(S): Arabic

English

Listening
B2

Reading
B2

Spoken
production
B2

Spoken
interaction
B2

Writing
B2

ORGANISATIONAL SKILLS

● Organisational skills

- Able to lead others in high-demand situations
- Coaching, guiding, or tacking
- Delegating tasks or responsibilities
- Demonstrated leadership
- Evaluating performance, programs, processes, or events
- Extensive experience providing project management and consulting services
- Group facilitating, managing group interactions
- Planning, budgeting, goal setting, or scheduling
- Proven leadership and organizational abilities

COMMUNICATION AND INTERPERSONAL SKILLS

● Communication and interpersonal skills

Excellent written and verbal communication skills

Competitive attitude

Handling complaints from parents, clients, customers, or citizens

- Skilled at evaluating options and generating solutions
- Strong problem-solving and analytical skills
- Thrive in a team environment and work well with others
- Enjoy working as a team member as well as independently
- Team leader and team player

JOB-RELATED SKILLS

● Job-related skills

- Remains calm in stressful situations
- Repairing equipment, vehicles
- Reporting
- Researching
- Results-driven professional with extensive experience
- Self-motivated, hard-working individual
- Self-starter, who applies individual initiative to get the job done
- Selling ideas, products
- Serving a product or individual
- Sketching pictures, diagrams
- Skilled in negotiations and people management
- Skilled staff trainer and motivator
- Strong educational background
- Strong interpersonal skills and positive work ethic
- Strong work ethic
- Successful record of leading teams