

Noor Jomaa Abu Asaker

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ABOUT ME

I am a professional Arabic - English translator, English teacher, transcriber, subtitler ,and content writer with many years of experience. I have extensive knowledge of English and Arabic language skills. I have done intensive translation and content writing works over the past three years.. My services are boundless; my projects are done on schedule, so you are on the right profile. I'm responsible, effective, and reliable. Client satisfaction and quality work are my top priorities.

WORK EXPERIENCE

- ❖ **English Teacher at Dar Al -Fadeela School** **20 August 2020 – 30 May 2021**
 - Learning the children the basic skills of English language
 - Co-operating with other teacher to work the best for students
 - Using the modern communication skills during teaching
 - Enjoy working with children and young
 - Build quick and productive relationships with pupils and staff.

❖ **Social Media Marketing Manager at bahmim technology** 1 february – 30 April 2021

- Leading all social media strategy for the company to increase engagement and brand awareness.
- Managing for Facebook, Twitter, YouTube, and LinkedIn.
- Scheduling meetings with clients to ensure all copy is in line with their expectations.
- Selecting and scheduling all social media content whether video, photography, or written campaigns for Twitter, YouTube, Facebook

❖ **Freelance English into Arabic Subtitler and Video Editor (20 October 2020_ current.)**

I work as a content writer and video editor at Upwork platform

❖ **Freelance Academy Trainee at Gaza Sky Geeks** 2 October 2020- 22December

❖ **Transcriber and subtitler** 9 September – current.

-I have transcribed many videos on different topics with time code and I have done subtitles for a lot of videos.

❖ **English Teacher at Jada school** 14 October 2019- current.

❖ **Arabic and English Translator at Kumon center** 10 February – 3 April 2019.

- I have translated a lot of projects about political, medical topics for Kumon center

VOLUNTEERING

- **Translator** 1 Feb 2018–22 May 2018.

- Working as a volunteer within 50 hours

- Being more creative.

-Translating different texts and documents from English into Arabic and vice versa.

- Editing texts to have masterpieces of translation.

-Formatting and decorating projects to be sent to clients.

-Proofreading the translated projects to give a perfect translation of the text.

-Subtitling videos, films, and documentaries.

TRAINING AND COURSES

- **Professional Skills Development Program** Gaza Sky Geeks 14May – 15 July 2020.
 - Self-Management
 - Online Learning
 - Time Management
 - Communication Skills
 - Negotiation skills
 - Teamwork
 - Critical Thinking and problem solving
 - CV & Cover letter
- **Training of Trainers (TOT) course** 7 September -9 October 2019.
Islamic University of Gaza (IUG), Gaza Strip.
 - Learning how to become a good leader
 - Knowing different types of body languages
- **English Creative Writing Course- 24 training hours** 9 Mar 2019–24 Apr 2019
(Islamic University of Gaza (IUG), Gaza Strip .)
 - Gaining Paraphrasing and Summary skills.
 - Mastering various techniques related to writing skill.
 - Learning how to write different kinds of essays.
 - Revising the main Grammar of English.
 - Learning how to write the hook for essays.
 - Writing different styles of business emails.
- **Translation course** 10 February – 3 April 2019.
Kumon center for Training and Development, Rafah
 - Learning how to translate different texts and topics in an excellent way.

- Developing my translation skills.
- Communicating with many companies around the world.
- Translating legal, media, political, general texts from English to Arabic and vice versa.
- Using translation machine in translating any text.
- Subtitling and writing transcript.

- **Advance Program for English Languages level 7** 27 Jun 2018–10 Aug 2018.

Accent center, Gaza Strip

- Speaking with other people from different countries.
- Improving my skills especially in writing.
- Working in groups.
- Being more creative.
- Learning to communicate in a new language.

- **English Club and Conversation- 30 training hours** 5 Mar 2017–16 May 2017

Islamic University of Gaza (IUG), Gaza Strip .

- Working in many different groups.
- Speaking English fluently.
- Discussing various topics

- **Journalism course** 12August – September 2017

Hla Palestine center, Gaza strip

- Training on radio and television broadcasts.

EDUCATION

- BA. in English Literature (May 2020).
Islamic University of Gaza (IUG), Gaza Strip (Palestinian Territories)

Main subjects covered:

- English language, Literature, Linguistics, Phonetics, Comparative Literature, and Writing.
- Professional translation, Writing, and Reading.

- High School Certificate " Tawjehe " 28 Jul 2015–30 May 2016.
Maryam Farhat High School, Gaza Strip (Palestinian Territories)

LANGUAGES

Arabic: Native speaker

English: Excellent

PERSONAL & TECHNICAL SKILLS

- ❖ Microsoft Office skills (Word – Excel – PowerPoint)
- ❖ Administrative Information Systems Skills
- ❖ Voice over
- ❖ Transcription
- ❖ Subtitling
- ❖ Content writing
- ❖ Applications Processor
- ❖ Having great attention to detail with a proactive approach
- ❖ Driven by ambition and open to new learning and personal development
- ❖ Working well as part of a team or independently
- ❖ Takes pride in producing the highest quality of written work
- ❖ High level of attention to detail
- ❖ Work swiftly and meet deadlines
- ❖ Enthusiastic and interested in learning and developing new skills.
- ❖ Collaborate with staff in team spirit and participate in accomplishing tasks.
- ❖ Comfortable working in a busy environment.
- ❖ working in a high-pressure environment and multi-task.

COMMUNICATION SKILLS

- Excellent written and verbal communication skills gained through my experience as teacher, and trainer.
- Excellent contact skills with children gained through my experience as a teacher of English.
- Speaking in public, to groups, or via electronic media.
- Having good knowledge of the body language.
- Excellent presentation and negotiation skills gained during my BA.
- Empathic listener and persuasive speaker gained through working as a translator.

JOB-RELATED Skills:

- Advanced language knowledge.
- Excellent writing skills.
- In-depth cultural knowledge.
- Sound research skills.
- Best practice translation and review processes.
- Computing and CAT skills.
- Sound translation judgement.