

Maysaa Ziyad Abu Shawish

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Education:

- **BA English Language and Literature: Al Azhar University – Gaza** 22 May 2012_15 Sep 2019

Work Experience:

- **Freelance Translator and Proofreader (English to Arabic–Arabic to English):** Aug 2018–Present
- **Telemarketer: Palestine Telecommunications Company (Paltel)** June 2018–Sep 2019
- **English Editor: G-news and Luna Company for Media Production** June 2017–March 2018
- **English Trainer: Kayzel Center for Training and Development** Sep 2016–March 2017
- **English Trainer: Academic Center for Training and Development** July 2015–Sep 2016
- **English Trainer: Asala Center for Training and Development** Sep 2013–Feb 2015

Activities:

- **Intern at Human Resources Department - Egyptian Arab Land Bank** 5 Nov 2019–12 Dec 2012
- **Volunteer as Public Relations Director and Event Organizer - Hult Prize of Palestine University** Sep 2019–Dec 2019
- **Intern at Corporate and Procurement Department - Jawwal company** Sep 2018_Oct 2018
- **Volunteer as Project Administrator - Center for Development Studies (Birzeit University)** March 2017–April 2019
- **Volunteer as Translator - Quakers (American Friends Service Committee)** March 2017–March 2018

- **Participant as Content Writer - GATA (Gaza Astronomy Techno Apps Challenge)** 19–21Oct 2017
- **Participant as a delegate of France at the Second Conference - PalMUN (Palestine Model of the United Nations)** 10 Dec 2016
- **Trainee at press editing and radio broadcasting - Palestine Public Broadcasting Corporation** Feb 2015–April 2015
- **Trainee as Online Freelancer – Gaza Sky Geeks** April 2014 – June 2014
- **Member of the English Unit Club - American Corner at Al Azhar University** May 2013–March 2016

Courses and Training:

- **Management Skills Program - UNRWA Department of Microfinance** 24 Nov 2019–29 Dec 2019 (45h)
- **Basics of German Language - Alsun Center for Languages** 6 Nov 2019–27 Nov 2019 (12h)
- **Basic Skills in Writing Reports - Challenge to Change** 18Nov2019–25 Nov 2019 (12h)
- **Financial Management Program for NGOs - UNRWA Department of Microfinance** 24 Sep 2019–27 Oct 2019 (45h)
- **French Conversation - Palestine Center For Teaching** 22 Sep 2018_28 Oct 2018 (30h)
- **IELTS Preparation Course - Institute of English Embassy** 5 Jan 2017–7 Feb 2017 (30h)
- **Training Course for Second Conference of PalMUN - Youth Diplomatic Center** 4 Oct 2016–3 Nov 2016 (40h)
- **Advanced Translation Skills - The Arab Center for Languages and IT** 4 July 2015–5 Aug 2015 (30h)
- **Training Course for English Language Levels - Smart International Center** 15 Jan 2014–15 Feb 2015 (100h)
- **English Conversation and Writing - AMIDEAST** 16 June 2012–23 July 2012 (30h)
- **English Intermediate Level - AMIDEAST** 29 March 2012–6 May 2012 (30h)

Skills:

Technical skills

- Experienced with several computer programs, including Microsoft Office (Word, Excel, PowerPoint) and Ace Translator
- Excellent in typing speed in Arabic and English

Translation skills

-Translated from English into Arabic and vice versa (Texts have included fables, medical, scientific, historical, philosophical, religious, financial and business articles and art exhibition brochures)

Writing and Communication skills

-Creative writing style and excellent reporting skills.
-Excellent professional and technical writing and research skills.
-Comfortable with both verbal and written communication skills, including preparing and giving presentations, negotiation, body language and public speaking.

Teaching skills

-Teaching English as a second language to children and students from different ages
-Helping pupils improving their language skills and encouraging them to read, search and participate via individual and group sessions

Organizational skills

-Strong administrative and organizational skills such as multi-tasking and time-management.
-Work effectively both as team member and independently.
-Calmness under pressure and self-control.
-Respect deadlines as set by the client and the requirements for each task.
-Build long lasting relationships with clients by providing an excellent customer service.

Languages:

- Fluent in Arabic (mother tongue)
- High level command of English language (speaking, reading, writing and listening)
- Basic knowledge in German, French, Spanish, Urdu, Turkish and Hebrew

References:

Name: Omar Mortaja

Organization: Jawwal

Position: Procurement Unit Head

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Email: omar.mortaja@jawwal.ps

Name: Prof. Dr. Mansour N. Ellouh

Organization: Al-Azhar University

Position: Dean of Admission & Registration

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