

## PERSONAL INFORMATION



## MAHMOUD ALOKKA

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💬 Skype live:mahmoudelokka

Sex Male | Date of birth 17/12/1994 | Nationality Palestinian (Autonomous Palestinian Territories)

## JOB APPLIED FOR

## Online Arabic&lt;&gt;English Freelance Translator

## WORK EXPERIENCE

13/06/2019–Present

## Online Freelance Translator

Online

- Identifying and resolving problems related to the meanings of words, concepts, practices, or behaviors.
- Translating messages simultaneously or consecutively into specified languages.
- Proofreading, editing, and revising translated materials.
- Checking translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.
- Reading written materials like legal documents, scientific, news reports, and rewrite material into specified languages.
- Referring to reference materials such as dictionaries, lexicons, encyclopedias to make sure the translation accurate.

14/11/2017–Present

## Health and Teaching Educator

Palestine Red Crescent Society "PRCS", Gaza (Autonomous Palestinian Territories)

- Ability to work with a variety of managers.
- Time-Management.
- Communication skills when talking to people of all ages.
- Problem-Solving
- Planning the projects, tasks to ensure that the projects are successful.
- Creativity and Offering all kinds of ways to think creatively.

05/09/2017–Present

## Tutor of English

Self-employed, Gaza (Autonomous Palestinian Territories)

- Teaching English for low-level students.
- preparing students for the final exams.
- Making revision for my learners.
- preparing suitable and various teaching methods.
- Responsibilities.
- Designing educational activities that increase the students' abilities.
- Communicating with parents about their children progress and development.
- Maintaining classroom records, cleanliness, and orderliness.

- creating a safe learning environment in the classroom.
- Helping students to discover their creativity.

## EDUCATION AND TRAINING

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08/09/2018–08/10/2018

### First Aids Course

Palestine Red Crescent Society "PRCS", Gaza (Autonomous Palestinian Territories)

#### Skills:

- Having good communication skills and asking appropriate questions about signs of life.
- Be confident in the skills and techniques learned during training.
- Being able to work under pressure and control the situation.
- Being an integral member of the first aids team.
- Taking on The leadership role during an emergency.

19/04/2018–25/04/2018

### English Language Conversation Course

Al-Raed Educational Center for Training and Development, Gaza (Autonomous Palestinian Territories)

#### Skills

- Communicating with Foreigners People.
- Talking About My Personal Issues.
- Mastering English Increases My Chances Of Getting a Good Job.
- Being the Language Of International Communication and The Media.
- Socializing And Entertainment As Well As Work.

17/08/2012–17/07/2017

### B.Ed. in English Language Teaching

EQF level 6

Al-Quds Open University "QOU", Gaza (Autonomous Palestinian Territories)

#### General

- Palestinian History, Arabic Language, Islamic Culture, Computer basics, French-Language, Educational Curriculum, and Jerusalem History.

#### Occupational

- Translation, Structure, Phonetics, Applied Linguistics, Writing, Listening Skills and Language Use.

#### skills

- Teaching English to Students.
- Making Presentation to groups of pupils gained through Language Use Course.
- Writing perfect essays and articles.

17/08/2011–17/08/2012

### EQF level 3

High School  
Certificate (Tawjih)

Shohadaa-Al-Zaytoon High School "State School", Gaza (Autonomous Palestinian Territories)

#### General

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

#### Humanitarian Stream

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

## PERSONAL SKILLS

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Mother tongue(s) Arabic

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
B.Ed. in English Language Teaching English Language Conversation Course					
French	B1	B1	B1	B1	B1

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 skills in written and verbal communication.
- Confident, articulate, and professional speaking abilities.
- Emphatic listener and persuasive speaker.
- Speaking in big groups of people or via electronic media.
- Excellent persuading persuasion and negotiation skills.

Organisational / managerial skills

- Organized and prioritized personal schedule
- Focus oriented.
- Time management gained through High School
- Successfully working to match strict deadlines.
- Hardworking.
- Ability to work under pressure gained through my work as an Online Freelance Translator.
- Analytical skills.
- Ability to cooperate and work within a team, as well as work individually.
- Combine patience, determination, and persistence to troubleshoot client issues.
- Dynamic, results-oriented problem solver.

Job-related skills

- Ability to work under pressure
- Interpreting and translating any text of any kind from Arabic to English and vice versa
- Using various methods and techniques of translation.
- Knowledge of computer and media
- Language proficiency
- Fact-checking and proofreading
- Ability to transfer style, tone, and cultural elements accurately from one language to another.
- Being non-judgmental and remain neutral.
- Ability to adhere to deadlines
- Keeping files, personal details and any other sensitive material confidential and safe.
- Communicating perfectly with clients and agencies.

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 License "ICDL"

- Professional user of Microsoft Office.
- Touch typing speed 50 words per minute.
- Good ability of photo editing.
- Converting file formats proficiently.
- Great ability to use social media.
- Writing excellent emails and replies.
- Discovering and Solving computer problems.
- Good research skills through the internet.
- Using the PowerPoint to create lessons.
- Branding myself online.

## ADDITIONAL INFORMATION

- CAT Tools**
  - Kilgray MemoQ 2015 R2.
  - SDL Trados Studio 2019 SP1.
  - WordFast Pro.
- DPT Tools**
  - Adobe Illustrator CC 2019.
  - Adobe Photoshop CC 2019.
  - Foxit PhantomPDF Business.
- References**
  - References are available on request.