

**Dima Jadan**  
**[B.A. (Eng. Lit.), M.A. (Trans)]**

**ENGLISH / ARABIC TRANSLATOR**  
**NAATI Lvl 3 (Professional)**

**Member of the Australian Institute of Interpreters and Translators (AUSIT)**

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**WORK HISTORY:**

**1996 - present**      **FREELANCE TRANSLATOR, INTERPRETER and CULTURAL CONSULTANT (AUSTRALIA, UK, JORDAN)**

Translating various materials including

- academic material
- technical documentation, user manuals, patents
- health and pharmacological information brochures
- legal documents, contracts
- marketing materials
- community information manuals
- certified document translation

Interpreting for

- hospitals, physiotherapists, medical practitioners
- industry
- Legal Service Commissions, courts, lawyers
- social workers
- asylum seekers, refugees

#### Cultural Consulting for

- Taylor's College, Melbourne

This included providing academic support for academic international sponsored students studying in Australia and New Zealand.

#### My clients include:

- The University of Queensland, Institute of Modern Languages
- International Red Cross, Geneva
- 2M Language Services
- Codan Group, Adelaide
- Minelab Electronics PTY Ltd, Adelaide
- Linguistico, Sydney
- Advanced Polymer Technology Australasia Pty Ltd, Melbourne
- Multimedia Languages and Marketing, Brisbane
- Absolute Translations, Brisbane
- ETranslate, Melbourne
- Professional Interpreting Centre, Melbourne
- Centre of Environmental Health Activities, Amman
- SkyNet for Shipping Services
- Al-Jubail Company for Water Engineering
- Royal Society for the Conservation of Nature, Amman

#### **1999 - 2004 TECHNICAL WRITER & TRANSLATOR**

Appointed as the Documentation Team Leader in Jan 1, 2002.

EtQ Solutions, Jordan; Omnix Corporation, Jordan,

- Preparing and translating user guides for Oracle Applications
- Preparing and testing Help Projects for the required applications
- Navigating thoroughly throughout the systems to comprehend all its functionalities
- Training and supervising newly employed Technical Writers
- Preparing, editing and proofreading user guides for Lotus Notes, HTML, and Java applications.
- Training and supervising newly appointed Technical Writers.
- The Technical Writing position required high level of writing skills in both English and Arabic and excellent communication skills (for working with programmers, system analysts, designers, etc. It also required an excellent eye for details and excellent organization and managerial skills.

## ACADEMIC QUALIFICATIONS:

### Current:

ADNG - Civil Engineering - University of Southern Queensland, Australia

### Master Degree in Bilingual Translation (2004) (Distinction)

School of Social Sciences, Humanities and Languages

Westminster University, London, UK.

### Certificate in Professional Technical Writing (2001) (Distinction)

Eric Sprott School of Business

Carleton University, Canada

### Bachelor of Arts in English Language (1996) (Merit)

Faculty of Art

Yarmouk University, Irbid, Jordan

## COMPUTER SKILLS:

- Translation tools: MemoQ & Wordfast
- Desktop Publishing: InDesign
- Image Editors: Photoshop (Excellent) - InDesign
- Documentation Editors: Microsoft Office
- Knowledge of graphics design methods, techniques and tools
- Excellent skills in document formatting techniques
- Highly proficient in using Internet and databases as research and communication tools

## INTERPERSONAL AND MANAGEMENT SKILLS

- Motivated and initiative
- Good teamwork player and leader
- Work well under pressure
- Excellent attention to detail
- Communicate effectively, respect and enjoy working with people of different backgrounds and cultures
- Demonstrated presentation and training skills

## REFERENCES

- **Mr Carlos Reis:** Associate Director, International Recruitment, Torrens University  
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- **Ms Odile Ruijs:** Sponsored Student Manager, Flinders University  
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