



Omran Ebrahim Zrikat

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PROFESSIONAL PROFILE

A dedicated, enthusiastic and hardworking professional and a multi-skilled interpreter/Translator with 17 years progressive experience translating and interpreting between Arabic and English in diverse areas. Seeks a challenging and varied position that will enable me to capitalize on my professional experience, with opportunities for personal and professional growth. Solid experience translating & interpreting (Arabic/English/Arabic) in all areas: business, legal, commercial and cultural. Mastery of interpreting techniques to interpret simultaneously and consecutively with ease, good style and voice diction compatible with public speaking. Able to work effectively on own initiative with the organisation and time management required to achieve deadlines and objectives. Enjoys being part of a multi-cultural team and thrives in highly pressurised and challenging working environments.

OBJECTIVE

Currently looking for a new and challenging position, one which will make best use of existing skills and experience whilst enabling further personal and professional development.

CAREER SUMMARY

2017-date **MIDDLE EAST & AFRICA GROUP FOR TECHNOLOGY (Riyadh)**
Translator

Working on a project with Tatweer Company for Educational Services (T4Edu), Saudi Arabia since 09 April 2017 to date. The project is a strategic initiative developed by T4Edu in collaboration with the National Association for the Education of Young Children (NAEYC), which has resulted in the first early childhood learning standards developed in the Kingdom of Saudi Arabia. The job has the following responsibilities:

- Translate all written material (educational, legal, technical, administrative) into the target language (Arabic/English/Arabic).
- Using Translation Memory software, such as memoQ, to ensure consistency of translation within documents and help efficiency.
- Proofread and edit final translated versions.
- Support any administrative tasks.
- Compile terminology and information into glossaries and terminology databases to be used in translations.
- Work cooperatively and collaboratively in a team environment and consult with other colleagues in order to understand specialized concepts.
- Work closely with colleagues, project managers, copywriters and account teams to ensure quality and accuracy of final product.

- Estimated productivity range for Translating:
 - o New copy: 1,200 - 1,800 words per day
 - o Existing copy: 3,000 - 5,000 words per day

2014-2017 TATWEER BUILDINGS COMPANY (Riyadh)
Translator

Tatweer Buildings Company, a company that is part of King Abdullah' Project for Development of Public Education to work as a translator. Responsible for all translation works at the Project.

- Translating documents from Arabic & English and vice versa. Most documents are of technical, legal and administrative nature.
- Provide general linguistic support for the Company's operations.
- Revises translations done by others.
- Interpret and translate written and spoken communications.
- Using translation software (MemoQ) to conduct all written translations.

2013-2014 Riyadh Schools (Riyadh)
Translator & Board Secretary

I was a part of a program/project led by Australian experts to help transform Riyadh Schools from a national into an international school.

- Interpret classroom lectures, classroom related activities, campus events, or other assignments as directed by the Manager
- Interpretation and translation in scheduled and impromptu events such as reviews, meetings, official ceremonies
- Translating, interpreting and assessing both written and oral material and provide information and reports in both oral and written form that are clear and accurate.
- Simultaneous translation of courses from English to Arabic, and translating questions and communications from students to instructors from Arabic to English.

2006-2013 ARMED FORCES PRINCE SALMAN HOSPITAL IN THE
NORTHWESTREN REGION (TABOUK)

English Language Instructor at the Training Centre

- The Training Centre at the North West Armed Forces Prince Salman Hospital serves both military and civilian employees at the hospital. Courses include English Language using the Headway series, and regular courses are held at levels 1 and 2. More advance courses at levels 3 and 4 have been held on request. In addition to the language courses, courses in Medical Terminology have also been offered, along with specialist courses in science and anatomy and physiology. The students are continually assessed, and take regular examinations with full records of student performance kept on spreadsheets. Occasionally there have been courses in English conversation. In addition to a full teaching programme, the Training Centre overseas the examination of Saudi job-seekers applying for contracts in the hospital. These applicants require a working knowledge of English, so they are given an English Language placement test. These are then evaluated by the Training Centre and the results communicated to the Human Resources department which then selects the successful candidates. The Training Centre is also

responsible for the invigilation and monitoring these tests. Staff at the Training Centre are continually involved in the process of curriculum development, designing new courses and improving old ones. Each new course is provided with a list of aims and objectives followed by a work scheme and syllabus. Academic staff in the Training Centre are also involved in time-tabling at the start of each academic year. Regular staff meetings are held in order to discuss issues relating to courses and student performance

2005-2006 **ARMED FORCES PRINCE SALMAN HOSPITAL IN THE
NORTHWESTREN REGION (TABOUK)**

Arabic Language Instructor for Non Arabic Speakers

- Personally responsible for creating and delivering the syllabus for teaching Arabic to non-Arabic staff within the hospital with so many graduates passing the course.

2001-2005 **ARMED FORCES PRINCE SALMAN HOSPITAL IN THE
NORTHWESTREN REGION (TABOUK)**

Interpreter and Translator

- Providing both verbal and written translation between medical professionals and patients due to the majority of the doctors and nurses employed at the hospital being non-Arabic speakers
- Gaining invaluable experience working in various departments within the hospital acquiring an excellent knowledge of complex medical terminology
- Sitting in on meetings between doctors and patients and ensuring that the patient is able to fully understand the nature of their condition and the treatment programme
- Researching and producing articles for distribution around the hospital as well as delivering lectures and arranging for host speakers to deliver talks within the hospital
- Actively involved in the orientation programme within the hospital and successfully inducting more than 2000 new recruits during a 4 year period
- Developing and maintaining an extensive network of contacts throughout the hospital with regular participation in symposiums and conferences
- Deputising in the absence of the Secretary within the department involving responsibility for carrying out ad hoc administrative duties as required

2000-2001 **BAKRRI & SULTAN FOR MEN'S WEAR, DAMASCUS, SYRIA
Office Manager**

- Facilitating the smooth running of the business from an administrative perspective including corresponding directly with customers throughout Europe

1999-date **Private Tutor (part time)**

- Teaching English, the Quran and Arabic language to children aged between 5 and 14 years, many of whom are the children of Doctors and staff at the North West Armed Forces Hospitals Administration
- Adopting a unique teaching method that has enabled the children to learn to read Arabic texts in an extremely short period of time (through Al-Qaidah Al-Nuranyyah)
- Receiving numerous letters of thanks from their parents in recognition of the achievements that their children have enjoyed as a result of their lessons

EDUCATION AND QUALIFICATIONS

1. **BA:** English Literature (1999)
 - Graduated third overall in the class
2. A course on **Teaching Arabic as a Foreign Language** online (2010)
3. **TAFL** Certificate (Teaching Arabic as a Foreign Language) from International House Cairo (onsite 2011)
4. A course on Reading the Quran Using the Nooraniya Rule. (2013)
5. A course on **Teaching Languages Using Technology** online (2013)
6. A course on Teaching English as a Foreign Language (TEFL-120 Hours) (onsite from London Teacher Training College). (2014)
7. IELTS, 7.5 score.

FURTHER SKILLS

I.T. Proficiency: Word, Excel, Access, Internet and Email
Languages: Native Arabic and Fluent English

PERSONAL DETAILS

Driving Licence: Full/Clean
Health: Excellent; non-smoker
Other Details: Qualified First Aider

INTERESTS AND ACTIVITIES

Currently include: Swimming, Reading and Walking

REFERENCES ARE AVAILABLE ON REQUEST