



Heba Almaqadma

Nationality: Palestinian (Autonomous Palestinian Territories)

Phone: (+972) 595690007

Date of birth: 19/02/2001

Gender: Female

Email address: heba.maqadma@gmail.com

Skype : heba.maqadma@gmail.com

LinkedIn : <https://www.linkedin.com/in/hebaalmaqadma/>

Upwork: : <https://www.upwork.com/fl/hebaalmaqadma>

Address: 212795, Altwam, Abushanb street, Gaza (Autonomous Palestinian Territories)

ABOUT ME

I'm a hardworking and sophisticated English-Arabic translator and vice versa, Subtitler, Transcriber, researcher, and a distinctive content writer. Multi-task person and aware of several cultures across the world, no matter how urgent you want your project, I'll do it professionally. To keep on the successful career path, it is important to seek an ambitious client or company through which development and cooperation can be met, and it would be great to hear from you.

WORK EXPERIENCE

Arabic-English Translator and vice versa

Upwork [14/11/2020 – Current]

City: Gaza

Country: Autonomous Palestinian Territories

I work as freelance translator at Upwork Platform.

Check Out My Profile: <https://www.upwork.com/fl/hebaalmaqadma>

Translator

CityNet [18/12/2018 – 16/06/2020]

City: Gaza

Country: Autonomous Palestinian Territories

CityNet is a Palestinian company that provides people with internet service, their goal is to always achieve satisfied clients with their high quality internet service.

My Role:

I worked in CityNet as an Arabic and English translator for their emails, document and contracts.

EDUCATION AND TRAINING

Bachelor of Pharmacy

Alazhar University [15/09/2019 – Current]

Address: Jamal Abdl Naser Street, Gaza (Autonomous Palestinian Territories)

<http://www.alazhar.edu.ps/arabic/index.asp>

Social Media Training

Gaza Sky Geeks [10/12/2020 – 07/01/2021]

Address: Sina'a Crossing (UNWRA HQ Square), Almotaz 3 Building 00970, Gaza (Autonomous Palestinian Territories)

<https://gazaskygeeks.com/>

During a period of four weeks, I learned many skills about how to use social media in a way that benefits you and others, how to promote yourself, and how to be effective on it.

Freelancer Academy

Gaza Sky Geeks [06/10/2020 – 28/11/2020]

Address: Sina'a Crossing (UNWRA HQ Square), Almotaz 3 Building 00970, Gaza (Autonomous Palestinian Territories)

<https://gazaskygeeks.com/>

In this training, I learned many skills that I need to use as a Translator, content writer, subtitler, and in transcription, also, this training covered all the details I needed to learn about freelancer platforms.

Freelancer Club

Gaza Sky Geeks [18/07/2020 – 23/07/2020]

Address: Sina'a Crossing (UNWRA HQ Square), Almotaz 3 Building 00970, Gaza (Autonomous Palestinian Territories)

<https://gazaskygeeks.com/>

During a period of three days, I learned basic skills about freelancer platforms.

Social Media Club 4

Social Media Club and Bank of Palestine [09/03/2020 – 14/03/2020]

Address: Gaza (Autonomous Palestinian Territories)

<http://instagram.com/smcpalestine>

During a 24 hours training, I learned a lot about leadership, body language, and influencing in social media. At the end of the training, each group was asked to design a video, my role in this group was to write content for the video.

IELTS Preparation

Oxford English Centre [24/11/2019 – 31/12/2019]

Address: Mushtaha Tower 6, Jamal Abdelnasr Street, Gaza (Autonomous Palestinian Territories)

<http://www.oxford.ps/>

With this course, I was prepared for the IELTS test, that I will take in the near future.

English Proficiency

The American International School [04/08/2019]

Address: Al-Nasra Street, Gaza (Autonomous Palestinian Territories)

<http://www.aisgaza.com/>

This certificate proves that I'm a fluent English Speaker and that I studied all of my school subjects in English.

High School Certificate

The American International School [13/06/2019]

Address: Al-Nasra Street, Gaza (Autonomous Palestinian Territories)

<http://www.aisgaza.com/>

I graduated high school with a GPA of 4 out of 4

SAT I

College Board, Amideast is where the test was taken [09/03/2019]

Address: Alremal Street, in front of Al-Arabi Bank,

<http://www.amideast.org/>

Write it Out

Amideast [14/02/2019 – 18/03/2019]

Address: Alremal Street, in front of Al-Arabi Bank, Gaza (Autonomous Palestinian Territories)

<http://www.amideast.org/>

I was granted to take this training out of hundreds of people, In this training, I learned about the history of poetry, how to use your writing talent to write a good poem, we read many books and rated them, and at the end of the training, each one of the ten trainees wrote a poem that got published in the Roses in the Dark magazine.

Technovation

Save Youth Future Society [06/03/2018 – 21/04/2018]

Address: Al Moataz Building, Al Halabi Street Al Remal, Gaza (Autonomous Palestinian Territories)

<http://www.syfpal.org/>

I was a member of Technovation Palestine of the team We Are For You, in which we developed a mobile application called Save Your Future, and we won the second place in Palestine.

Youth Training

Save Youth Future [13/07/2017 – 15/08/2017]

Address: Al Moataz Building, Al Halabi Street Al Remal, Gaza (Autonomous Palestinian Territories)

<http://www.syfpal.org/>

During a 50 hours training, I learned Life skills, Leadership skills, Advocacy and Social Media, and Negotiation skills.

Youth Training

Save Youth Future [17/08/2017 – 17/09/2017]

Address: Al Moataz Building, Al Halabi Street Al Remal, Gaza (Autonomous Palestinian Territories)

<http://www.syfpal.org/>

During a 44 hours training, I learned Media skills, Photography and Filmmaking, Advocacy, and Social Media.

Culture Day

The American International School [21/03/2017]

Address: Al-Nasra Street, Gaza (Autonomous Palestinian Territories)

This certificate was awarded to me because of my outstanding participation in the Culture Day.

LANGUAGE SKILLS

Mother tongue(s):

Arabic

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

PUBLICATIONS

Turning off poem

[2018]

<https://drive.google.com/folderview?id=1-9uXUmppvR8jB3ABMN23g2fc61b-BxOz>

VOLUNTEERING

Volunteer

[Theater Day Production, 07/2020 – 07/2020]

We planted trees in the streets of Gaza.

Programming Mentor

[Save Youth Future, 04/04/2020 – 10/04/2020]

I helped in teaching kids on a simple programming app.

Talet Kheer

[14/06/2017 – 15/07/2017]

Talet Kheer team mission was to help poor people with their basic life needs.

ORGANISATIONAL SKILLS

Organisational skills

- Leadership skills gained through Youth Training.
- Creating and keeping deadlines gained as a Freelance.
- Teamwork skills gained through social media club training.
- Decision-making skills gained as a Programming Mentor.
- Problem-solving skills and finding solutions for clients' challenges gained as a Freelancer.
- Creative thinking skills gained as a Content Writer.
- Review skills gained as a Freelancer and through Write It Out training.
- Multitasking skills.

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- Listening skills when talking with clients or interviewing clients and other parties involved in this operation.
- Body language skills gained through Social Media Club training and through reading.
- Building trust to effectively communicate with clients.
- Handling conflict and knowing how to diffuse conflict.
- Speaking skills when communicating with customers or clients.
- Excellent writing communication skills when chatting with clients.
- Aware of culture diversity.
- providing or accepting feedback.
- Friendly personality and tone of voice.

JOB-RELATED SKILLS

Job-Related skills

- All types of Arabic-English translations.
- Email communication.
- Subtitling skills.
- Transcription skills.
- Proofreading skills.
- Writing articles and book reviews.
- Content writing.

RECOMMENDATIONS

High School English teacher

Name: Eba'a Alami

Email: aisg@aisg.ps

Ms. Eba'a recommended me for my special skills and participation.

Head of High School

Name: Dina Nasser

Phone number: (+972) 82880442

Email: dnaser46@gmail.com

Ms. Dina recommended me for my excellent scores, attendance and participation.