

Majdal Moghrabi

E-mail: majdal.moghrabi@gmail.com

Mobile: 0796670313

Education

Universidad Complutense de Madrid **Oct 2017- Jun 2018**
Specialist degree in Translation for specific and professional purposes

Universidad de Alcalá de Henares - Madrid, Spain **Oct 2011- Sep 2012**
Master degree in **Cultural Organizations Management**

University of Jordan - Amman, Jordan **Sep 2001- Feb 2005**
B.A degree in **Modern Languages** – Spanish-English Language and literature
(GPA 3.7 of 4)

Professional Experience

Freelance interpreter and translator (English, Spanish <>Arabic) **Jun 2012- Present**

1. Translation, editing and proofreading services.
2. Interpretation services: latest project was interpreting in the seminars and training of QUDRA Project (Resilience for Syrian Refugees, IDPs and host communities in response to the Syrian crisis), organized and funded by the EU and the FIIAAP Foundation.

Project Officer, Entrepreneurship at Universities- SPARK **May 2019- Dec 2019**
Main Tasks and Responsibilities:

Entrepreneurship modules at higher education institutes

- Establish and maintain relationships with higher education institutes interested in curriculum development on entrepreneurship.
- Coordinate implementation of the activities:
- Coordination of planning, advertising and implementation of on-campus and off-campus events for students and businesses/organizations;
- Coordinate development of the entrepreneurship modules, including visiting scholars from countries abroad, the Training of Trainers (ToT) and any other visits or activities needed for the development of the curriculum.

Monitoring and Evaluation

- Responsible for an up to date registration in our M&E dashboards of all the related tasks and figures.

Other

- Participate in internal office coordination and planning meetings
- Other assigned tasks, as necessary.

Caseworker - International Organization for Migration **Sep 2016- Oct 2017**

Job Description:

1. Conduct face-to-face interviews with refugee application.
2. Accurately record and relay data regarding resettlement cases, including biographical data and other sensitive information, resettlement preferences.
3. Establish the validity of an applicant's identity through verification of all demographic and biographic information including but not limited to: names, nationalities, birth dates, and locations of all immediate family members in order to complete the refugee case history as required.
4. Determine case composition and ensures all refugee cases are cross-referenced according to established standard operating procedures.
5. Draft applicant's stories in English in a timely manner and on a daily basis.
6. Perform duties including interpretation and translation, in both Arabic and English.
7. Receive and respond to refugee inquiries at numerous stages of the resettlement process

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8. Prepare and submit statistical data to relevant Supervisor(s) on a daily basis and as required. Assists in various administrative tasks including but not limited to: research, locating files, data entry, and case analysis.
9. Conduct quality control checks on a routine basis to ensure SOP adherence and the quality of case files.
10. Assist and maintain effective and smooth cooperation between the Case working and other IOM Amman departments including Operations, Administration and Finance, and the Chief of Mission as needed;
11. Perform other duties or special assignments as may be assigned to ensure efficient processing and operation of the Resettlement Support Center and USRAP

International Organization for Migration (IOM)

Nov 2015-Apr 2019

Interpreter/ Translator (English<> Arabic)

Administrative Assistant, Instituto Cervantes (Spanish Cultural Centre)

Jun 2008 – May 2015

Job description

- Coordinate cultural activities and events.
- Handle the monthly activities of the library (Cinema club, children storyteller, Book club).
- Participate in the preparation and administration of assigned budget; submit budget recommendations; monitor expenditures.
- Prepare monthly and annual reports related to the Center's performance.
- Translate: Spanish, Arabic and English (brochures, invitation, press releases, interviews, conferences within the Spanish cultural center).
- Coordinate guided visits to the centre with schools and universities.
- Provide assistance and information about the services of the centre, as well as maintaining direct contact with personnel from the various organizations associated with scheduled events.
- Assist with the maintenance and development of the center's website.
- Administer the Facebook page and source content for online marketing activities through social media
- Research opportunities for promotional activities.

Courses and Trainings

PMP Course (Project Management Professional) (40 hours)

Aug 2015

OPTIMAL ACADEMY-Amman, Jordan

Administrative Training Course

Apr 2010

Instituto Cervantes Head Quarter – Madrid, Spain

Summer Course Scholarship- Becas MAE (Spanish Ministry of Foreign Affairs)

Jul 2004

University of Málaga – Malaga, Spain

Skills

Languages

Fluent – Arabic, Spanish and English

Intermediate – French

Technical Skills: Computer-MS Office

Soft skills: Teamwork, Communication, Organization, Flexibility, Initiative, and Problem solving

Personal Information

Date of Birth – 12/05/1983

Nationalities – Jordanian/American

References

To be furnished upon request