

Rawan Al Khatib

Translator | Project Coordinator | Administrative Assistant

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Profile Summary

Highly-motivated multilingual professional offering 8 years of experience in Legal Translation, Project Coordination and Office Management. Proven track record of excelling in delivering translation projects with high accuracy exceeding clients' expectation, boosting productivity by providing outstanding performance in executing projects activities, and cultivating remarkable strategic relationship with clients and business partners. Proficient in cross-functional team collaboration, ensuring precise and contextually accurate translations and ability to manage translation projects from inception to completion.

Work Experience

Legal Translator | Project Coordinator

Dec, 2016 – Present

Birziet for Legal Translation | Amman, Jordan

- Translating a wide range of documents and materials, including but not limited to financial content, promotional materials, technical documents, and educational resources.
- Adhering to the creative and contextual direction provided in project briefs to produce translations that meet or exceed client expectations.
- Collaborating with project managers to ensure translations align with the overall project vision and maintain consistency.
- Incorporating client feedback and direction into translations to achieve the desired outcome.
- Staying informed about industry trends and continuously enhance your translation skills.
- Supporting project execution including identifying tasks, tracking project schedule, and identifying and managing risks and issues, and independently executing assigned tasks.
- Managing workload by balancing multiple tasks and projects, prioritizing work based on criticality and urgency, and completing tasks on time.
- Assisting in planning and organizing project activities.
- Collaborating with internal and external parties to assist with organizing the various components needed to initiate, run, and conclude major projects.
- Retrieving data from a variety of sources for the purpose of complying with financial, legal, and administrative requirements.

Projects and Clients

Plan International | OXFAM | Tearfund | Danish Refugee Council | SCIA | Rutgers | UNOPS
Schweizerische Eidgenossenschaft Confederation Suisse | Embassy of Belgium | Terre des hommes
GIZ | International Rescue | ActionAid | JO Post | Equimundo | Mercy Corps | World Vision | UNHCR | ACTED
International Medical Corps | Jordan University Hospital | Cities and Villages Development Bank
Jordan Public Security Directorate | Paradise | TenderJO | FX Movie Channel | Experia | STEELCO
Airport International Group

Administrative Assistant

May, 2018 – Feb, 2023

Sama Birziet for Consultations and Training | Amman, Jordan

- Supervised day-to-day operations of the administrative department and staff, maintaining high standards of performance and efficiency, increasing efficiency and accelerating processes by 25%.
- Assisted in recruitment, training, and employees' annual appraisals, implementing corrective actions as needed to optimize team performance, which improved retention rate and employee's development.
- Coordinated and managed complex calendars for executives and team members, optimizing schedules for maximum efficiency.
- Provided excellent reception service by greeting visitors, employees, and clients with professionalism and courtesy.
- Conducted training sessions in legal translations.

Education

Bachelor's Degree in Italian and English

Al-Albayt University | 2016

Areas of Expertise

- Project Coordination
- Human Resources Administration
- Legal Translation
- Data Management
- Public Relations
- Analytical Reporting
- Legal Translation
- Content Writing
- Office Management
- Language Training
- Customer Relationship Management
- Administrative Assistance
- Training and Coaching

Professional Skills

- Interpersonal Communication
- Critical Thinking
- Leadership
- Teamwork
- Organization
- Creative Problem Solving
- Time Management
- Results-oriented
- Achievement-driven
- Attention to Detail
- Microsoft Office

Languages

Arabic	<div></div>
English	<div></div>
Italian	<div></div>
Spanish	<div></div>