

# Mira Salah Abu Afifeh



## PERSONAL INFORMATION

Phone: 0799067400

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Address: Aqaba-Jordan

Date of Birth: 11 Mar 1993

## LANGUAGES

- ☐ Arabic (Mother tongue) ☐
- English (Excellent)

## REFERENCES

Available Upon Request

## OBJECTIVE

I am seeking a challenging position that will not only allow me to use my communication skills, but also my management skills, a position where i can learn new skills, expand my knowledge, and leverage my learnings to gain an opportunity where I can make the best of my potential and contribute to the organization's growth, I am adept at handling personnel and can create a smooth working environment for my colleagues.

## EDUCATION

- Master's Degree in Translation  
University of Jordan-Aqaba (2020)
- Bachelor's Degree in English Language & Literature  
University of Jordan-Aqaba (2015)

## WORK EXPERIENCE

### -Customer Experience Specialist

Crystel Co. (Dec 6, up to present& I'm still in service)

### - Sales &Marketing Representative

The Pink City For Oriental Antiques (Sep 2023-Oct 2023)

### -Translator, Trainer &Training Supervisor

Abu Afifeh Translation Office (Oct 2019-Oct 2023)

### -Customer Service& Call Center

Grand Tala Bay Hotel (Sep 2017-Oct 2019)

### -Administrator

Aqaba Touristic Resorts Company (Dec 2016- Apr 2017)

### -English Teacher

Aqaba Education Directorate (Oct 2016-Dec 2016)

### -English Teacher

Patriarch School Aqaba (Sep 2016-Oct 2016)

## SKILLS

- ☐ The ability to improve the language level of each translation project.
- ☐ The Ability To use Logic.
- ☐ Microsoft Word, Excel, and PowerPoint.
- ☐ Excellent communication skills.
- ☐ Multi tasks.
- ☐ Active Listening and negotiation skills.
- ☐ Time management skills.
- ☐ Quick learner.
- ☐ Working under pressure and different environments.
- ☐ Self-motivates and Critical Thinking.
- ☐ Teamwork

## COURSES

-Declamation And Affecting Others

Different Dimension training center (14-17 Aug 2013).

-Friends of Policemen Course

Adam training center (20-21 Jan 2016).

-DARB Training Program

King Abdullah II Foundation for Development (2015).

-Lifetime Project Course

INJAZ Training Program (2010).

-Human Resources Management Course

Creative Stimulation Training Center (23-25 Jul 2019).

-E- Marketing Course

We are All Jordan Youth Authority (16 – 18 Oct 2023).

-E-Commerce Course

We are All Jordan Youth Authority (19 – 21 Nov 2023).

-TOT

Talal Abu Ghazalah Group. (20 training hours – a month and a half)

## VOLENTEERNIG COURSE

English Teacher

Local Language Center-Aqaba (Sep 2015-Jun 2016)