

Bayan Muqedi

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Summary

Experienced Freelance Translator with a demonstrated history of working in marketing and telemarketing in special. Skilled in Translation, Editing, English and Teamwork. Very self-motivated and fast learner with strong interpersonal and communication skills.

Experience



Freelance Translator

Nov 2013 - Present (7 years 9 months +)

Translate from English to Arabic and vice versa

Translate projects, documents and other types of preparers



Communications Officer

UNESCO

Nov 2019 - Dec 2019 (2 months)

- Development of Facebook Campaigns (per sector- EDUCATION, CULTURE, CI and GENDER) on UNESCO's activities in Palestine with clear messaging and branding, in addition to following up on social media (Facebook page).
- Development of human-interest stories (in English and Arabic) on the impact of UNESCO's interventions in Palestine in the field of education, Culture, Communication & Information and Gender Equality.
- Draft/prepare/review/translate inputs from all UNESCO sectors in Facebook Posts.
- Monitor (from HQ Facebook page) and prepare Facebook posts on International Days and Campaigns.
- Supporting the Office with its communication efforts and increased visibility through:
- Development of (power point) presentations for (donor) meetings.
- Assisting in the development of new and updated content of the UNESCO Ramallah Office website.
- Support the office on overall visibility and clear messaging and branding of UNESCO's activities in Palestine and assisting in updating the Office's communication materials.



Translator and office manager

Auto-Al Ameer

Aug 2018 - Feb 2019 (7 months)

- Archiving and re-categorizing old and new files.
- Customer communication with Agents and Trading Agencies including request management through phone calls and emails.
- Organizing meetings and managing databases.
- Scheduling company events and conferences.
- Dealing with CRM (Customer Relation Management) program and managing customers' orders.
- Translate documents and interpretation.



Account Manager

Fonarsoft

Jul 2018 - Aug 2018 (2 months)

training



Customer Service& Sales Representative

Noor Al khaliq

Apr 2017 - Jun 2017 (3 months)

- Hot and cold calls.
- Keep an eye on the worldwide market and provide clients with updates accordingly.
- Process orders by following levels to reach the final stage.
- Provide interested clients with the company services and offers.
- Post-delivery stage and follow up.



Sales Representative

Dream Pharma LLC

Sep 2015 - May 2017 (1 year 9 months)

- Promote initial follow-up for sales prospects of the products.
- Speak with clients and process orders.
- Follow up shipping and update clients' profiles.
- Review clients post-delivery stage and follow up any concerns or questions.



Assistant Coordinator &Curriculum Developer

Amal al hayah

May 2015 - Aug 2015 (4 months)

- Create fun and out-of-the-box teaching techniques through designing creative electronic and interactive teaching methods for all school levels beside preparing fun and easy to-reach PowerPoint presentations .



English/Arabic Translator

Future Hands association

Feb 2014 - May 2014 (4 months)

- Translate projects from Arabic to English and vise versa, proofreading and editing the final translation and increasing funds by searching and targeting charitable trusts

Education



An-Najah National University - Nablus

Bachelor's degree, English Language and Literature, General

2009 - 2013



Science and Cultural Center

Diploma, Fashion/Apparel Design

2016 - 2017



Kamal Junblat school

high school (Tawjihi), Scientific stream

2008 - 2009

Skills

Microsoft Office • English • Translation • Team Leadership • Teamwork • Management •
Multitasking • Strong Communication • Scheduling • Relationship Building