

Curriculum Vitae

Personal Information

First name(s) / Surname(s) **Reda Radwan Awadallah**

Marital Status Married

Address(es) Al wrood St. , Rafah, Gaza, Palestine.

Telephone(s) 082145874 Mobile: 0598522754

E-mail awadallahreda@gmail.com

Nationality Palestinian

Date of birth 20/6/1993

Gender Female

Work Experience

Date **15/5/2012 – 15/8/2012**

Occupation or position held **Project Manager**

Main activities and responsibilities Key Duties:
1 - Managing translation project which includes: contacting translators, companies, and customers.
2 - Receiving projects from customers and deliverer them to translators.
3 - Assure the quality of translation service.

Name and address of employer Translation Secret Agency - Rafah

Type of business or sector Paid Work

Date **1/6/2014 - 30/8/2014**

Occupation or position held Immediate translator

Main activities and responsibilities Key Duties:
1- Translator from Arabic into English and vice versa.
2- Do many activities.
3- Share the social experience with the visitors.

Name and address of employer **Private section**

Type of business or sector Paid Work

Date **10/4/2013 - 25/4/2013**

Occupation or position held **Coordinator**

Main activities and responsibilities Key Duties:
1- Determine a date and time for your event.
2- Find a suitable location and make reservations, as necessary.
3- Share the details about your event with INEE members.
4- Ensure that the event is open to anyone interested in attending, both INEE members and non-members.
5- Provide an attendance sheet for participants to complete with their name, organization/affiliation, title, and email address (INEE will provide a template).
6- Facilitate discussion, Invite non-members to join via the INEE website.
7- Take photos to share with INEE.

Name and address of employer **Inter-Agency Network for Education in Emergencies (INEE)**

Type of business or sector Volunteering

Date **14/10/2015 – 14/12/2015**

Occupation or position held **Supervisor**

Main activities and responsibilities	<p>Key Duties:</p> <ol style="list-style-type: none"> 1- I had like Maintains staff Accomplishes staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results; conducting training; implementing enforcing systems, policies, and procedures. 2- Controls expenses by gathering and submitting budget information; scheduling expenditures; monitoring variances; implementing corrective actions. 3- Completes operations by developing schedules; assigning and monitoring work; gathering resources; implementing productivity standards; resolving operations problems; maintaining reference manuals; implementing new procedures. 4- Maintains safe and healthy work environment by establishing and enforcing organization standards; adhering to legal regulations.
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Name and address of employer	Save The Children International
Type of business or sector	Paid Work
Name and type of organisation providing education and training	Al-Aqsa University, Gaza, Palestine.

Education

Dates	Sep 2011- June 2015
Title of qualification awarded	Bachelor degree
Principal subjects/occupational skills covered	English Literature
Name and type of organisation providing education and training	Al-Aqsa University, Gaza, Palestine.

Personal Skills and Competences

Mother tongue: **Arabic**

Other language: **English**

Understanding

Very good

Speaking

Very good

Writing

Very good

Social skills and competences	Problem solving, fast learner, open-minded, good in communication and networking, and efficient when working with teams.
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Organisational skills and competences	I am an active member in organizing cultural and literature meetings, conferences, and activities such as Palfest 2012, literature diversity, etc.
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Technical skills and competences	Very good communication skills, adept in dealing with computers and technological matters in general, and work with software such as Microsoft Office.
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Hobbies Playing music, singing, Reading, Cooking, Gardening, Boxing.

References **Deya Bakeer:** PO at Save the Children
Contact: 0598923663
Email: deya.bakeer@savethechildren.org

Dr. Akram Habeeb: Assistant Prof. of English Literature
Contact: 0599483211
Email: ahabeeb@iugaza.edu.ps

Adham Abu Hatab: Lecturer at Al-Aqsa University
Contact: 0599198258
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