



# Batool Sayed Ebrahim Majeed

English Translator,  
Teacher & Recruiter

To whom it may concern,

I hope this email finds you well. My name is Batool Sayed Ebrahim Majeed. I am writing to you because I am confident that my knowledge, experience, and demonstrated proficiency in translating, and teaching —along with my major in English—, and recruiting will enable me to make a substantial contribution to your company's division.

If you look at the resume that is included, you'll see that I have significant experience in all areas of text analysis, translation information systems, teaching technics, and recruiting skills. I have a special ability for translating difficult concepts and phrases into simple ones that the final consumers can easily understand. Additionally, I enjoy a challenge, multitask well, and continuously keep up with new developments in the English, translation, teaching, and recruiting sectors. Additionally, I'm interested in applying for this position, especially since I've examined the job description, compared it to my background and goals, and realized that my qualifications are a match for both the position's and its needs. As a result, your company would greatly benefit from my combined strategic and operational skills. As a dedicated professional, I go above and beyond the call of duty to help others—whether they work in the same department as me or not—succeed in their goals. As a result, I work effectively individually or in groups.

Please have a look at what I have offered if you're looking for a qualified candidate who can give your business the best possible help and who also possesses exceptional communication and problem-solving skills





Looking forward to hearing from you  
Sincerely,



# Batool Sayed Ebrahim Majed

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Teacher & Recruiter

## CONTACT

-  Bahraini
-  +973 32339558
-  batoolalmajed8@gmail.com
-  www.linkedin.com/in/BatoolShubber

## EDUCATION

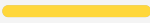
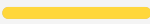
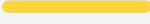
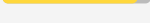
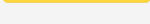
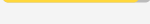
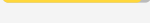
### B.A. in English Language and Literature Minor in Translation

University Of Bahrain  
Sep 2018 - Aug 2022

### High School Diploma (Science)

Jidhafs Secondary Girls School  
Sep 2015 - June 2018

## SKILLS

- Arabic 
- English 
- Translation 
- Recruitment 
- Design 
- Microsoft Office 
- Writing 
- Management 
- Analytical 

## PERSONAL PROFILE

My desire to work as both an English teacher and a translator simultaneously led me to pursue a degree in English language and literature. I tackle this specialty with a steadfast fervor that will help me relish the challenges in the future. As well, I have a strong background in translating documents in both English and Arabic; I am a highly skilled and experienced translator. Moreover, I am adept at evaluating the context and accurately conveying it in a clear and acceptable manner. In addition, I've had a lot of experience developing, putting into practice, and reviewing plans and results. I have a strong commitment to producing excellent results in any project I work on, and I am diligent in learning more.

## WORK EXPERIENCE

English Teacher/Homeroom Teacher      September 2022 - October 2022

### Britus International School | Salmabad

- Teach basic English skills including reading, writing, and speaking.
- Compose lesson plans in order to successfully incorporate the full duration of each lesson.
- Execute lessons efficiently using different styles of teaching depending on the content.
- Engage students to ensure a lively classroom atmosphere.
- Instruct students about the structure and content of the English language.
- Teach students the spelling of words, and their meanings.
- Emphasize the rules of composition, grammar and sentence construction.
- Teach students the correct pronunciation of words.
- Teach students to think critically when studying literature and poetry..
- Supervise classes to ensure all students are learning in a safe and productive environment.
- Organize supplies and resources ensuring that your classroom is clean and orderly..
- Work with children in the classroom to promote their learning and development..
- Provide a positive, friendly, and supportive atmosphere daily.
- Answer questions students may have and be unsure who to approach.
- Assist students to deal with problems that they may be having at school with certain subjects/lessons.
- Help students with worries or problems they may be having outside of school.
- Communicate with students' parents where and when necessary concerning students' performance.

Special Education Teaching Asistant      September 2022

### Britus International School - Special Education | Bu Quwah





- Assists the assigned staff member(s) in all aspects of daily programming including, but not necessarily limited to: social, academic, behavioral and self-help growth and development.
- Assists in the direct supervision of children in the assigned program as directed by the teacher or administrator (e.g., classroom assignments, lunch, recess, etc.).
- Demonstrates understanding of students' disabilities; keeps firm hand and is courteous and fair.
- Participates in physical activities which are part of the students' basic program.
- Assists students in the restroom as necessary.
- Demonstrates flexibility in schedule and activities throughout the day.
- Demonstrates cooperation, openness for growth and willingness to contribute in a team approach.
- Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
- Maintain confidentiality regarding all aspects of his/her work with special education children and other staff.



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## EDUCATION

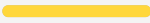
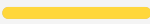
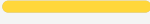
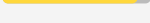
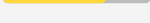
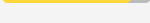
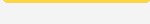
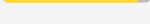
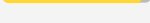
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- Writing 
- Management 
- Analytical 

## WORK EXPERIENCE

Resourcer & Translator Intern July 2022 - August 2022

### Propel Consult | Seef

- Candidate sourcing and selection.
- Network building and recruiting qualified applicants.
- Identifying qualifications to properly match job openings.
- Contract and new beginning pack negotiations.
- Answering common questions about contracts, salary, logistics, etc.
- Reading or listening to content in one language, determining comprehension of its meaning and context, and then translating it into another language while making sure to maintain its original meaning.
- Translating a variety of documents including literary, legal, research, technical, scientific, educational, and commercial materials.

Translator January 2019 - July 2022

### Freelance

- Reading the material provided and looking up industry-specific terms.
- Converting text and audio recordings between one or more different languages.
- Ensuring that translated information maintains its original tone and meaning.
- Creating subtitles for internet presentations and videos.
- Comparing specialist dictionaries and translation software to assess the translation's quality.
- Checking translations for proper grammar, spelling, and punctuation.
- Content editing with the goal of preserving its original format (e.g. font and structure).

Teacher January 2015 - June 2022

### Freelance

- Creating and distributing instructional material, such as notes, exams, and assignments.
- Assembling the materials and resources needed for lectures and presentations.
- Providing each student with individualized teaching while fostering interactive learning
- Organizing and executing educational programs and events.
- Assessing and recording the development of the students.
- Distributing and grading tests, assignments, and homework.