

# Curriculum Vitae

## Sana'a S. Al Yousef

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### Address

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### OBJECTIVE:

A well-acknowledged position in your esteemed institution where I can demonstrate my academic knowledge and personal skills and contribute to the institution

### SUMMARY OF QUALIFICATIONS

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- **INTERNATIONAL ENGLISH LANGUAGE CERTIFICATE (IELTS) 2011**  
British Council- Amman/ Overall Band Score: 6.5
- **UNIVERSITY OF JORDAN (2004-2005)**  
*Bachelor Degree in Horticulture and Plant Protection*  
Graduated with honors/ranked first (3.63/4)
- **PRINCESS BASMA SECONDARY SCHOOL**  
*High Secondary School Certificate, Scientific Stream*  
Percentage Average: 86.3%

### EMPLOYMENT

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July 2006- present time      **AL DIWAN FOR LEGAL TRANSLATION (GLOBAL LANGUAGE SERVICES)- Dubai**

Main Tasks:      Coordination of Translation Tasks.  
Secretarial related Functions.  
Translation of short topics and articles.  
Handling of files' formatting, editing, and proofreading according to the source file, in order to have it in the final output that the client desires to have.  
Ensuring to deliver job tasks on restrict deadlines.

April- June 2006

**NATIONAL ACADEMY FOR ENVIRONMENT**

*Involved in a Water Rationing Program for a GCC Countries Workshop (6-10/6/2006), launched by the NAE.*

Main Tasks:

Coordinating Project tasks.

Translating short essays and articles.

Collecting data and references to help write a book in the main theme.

Participating in the workshop which took place in presence of delegated individuals from the GCC countries, where ideas and notions were exchanged.

March- April 2006

**UNIVERSITY OF JORDAN**

*Involved in a Field Research Concerning a Study entitled "Water Uses in Amman-Zarqa'a Basin"*

Main Tasks:

As a researcher, conducting field trips in different locations in Jordan collecting data from common people, the main theme was water rationing.

Analysis of collected data to result in finding adequate strategies to solve existing problems.

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## TRAINING COURSES

- **SIGHT AND SOUND EDUCATIONAL CENTER- AMMAN**
  - Arabic Typing Course
  - English Typing Course.
  - MS Windows/ Computer Course.
- **AGRICULTURAL ENGINEERS ASSOCIATION- AMMAN**

Courses entitled:

  - Plant Protection under Controlled Conditions.
  - Integrated Pest Management.
  - Fertigation Systems and Soil less Cultivation.

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## OTHER SKILLS AND ABILITIES

- Communications- Good written and verbal presentation skills. Use proper grammar and have a good speaking voice.
- Interpersonal Skills- Able to get along well with co-workers and accept supervision. Received positive evaluations from previous supervisors.
- Flexible- Willing to try new things and I am interested in improving efficiency on assigned tasks.
- Attention to Detail- Concerned with quality. Produce work that is orderly and attractive. Ensure tasks are completed correctly and on time.
- Self motivated, initiative, high level of energy.
- Tolerant to stressed situations.

- An experienced team leader with the ability to initiate/manage cross-functional teams and multi-disciplinary projects.
- Organization and prioritization skills.
- Mastery of Microsoft Office programs (Word, Excel, PowerPoint, Access)
- Able to use the computer.

## LANGUAGES

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- Arabic: Mother Tongue (Fluent).
- English: Second Language (Writing, Reading; and Speaking: Excellent).

## REFERENCES

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Available upon request.