

Nada Mohamed Rayan

Doha, Qatar

Education

Hamad Bin Khalifa University, Master of Arts (MA), Audiovisual Translation

(2018-2020)

- GPA: 3.39

Qatar University, Bachelor of Arts (BA), Major: Psychology, Minor: Translation

(2013-2017)

- GPA: 3.6

Al Araaf Private School, Damascus, Syria

(2006 – 2011)

- High school percentage 88%

Work Experience

Technical writer and Editor – Social and Economic Survey Research Institute- Qatar University

(October 2018-present):

Key responsibilities:

- Responsible for all translation requirements within the institute including: annual, semi-annual, and quarter-annual survey reports, research papers, policy reports and briefs, survey questionnaires, grant proposals, website localization, press briefs PowerPoint presentations, , social media content, panel discussions among other tasks.

Exhibitions Coordinator– Kahramaa Awareness Park

(January 2018– September 2018)

Freelance Translator

(2014– 2018)

Intern- Qatar Foundation for the Protection and social rehabilitation (AMAN)

(February 2017-May 2017)

Librarian–Qatar University, Doha

(October 2016– June 2017)

Student Services Department / Textbooks Section - Qatar University, Doha

(September 2015 – January 2017)

Student Services Department / Helpdesk Section-Qatar University, Doha

(January 2015- March 2015)

Students with special needs section- Qatar University, Doha

(October 2014 – April 2015)

Teaching Assistant-Al Nebras Montessori School, Doha

(January 2014 –June 2014)

Skills and Qualifications

- Languages: English(fluent), Arabic (Native), French (beginner)
- IT skills: proficient in Excel, Word, PowerPoint, and SPSS.

- Named on the honour roll of Qatar University's vice president for academic affairs in 2014, 2015, and 2016.
- Named on the Dean's list for academic achievement for years 2013, 2014, 2015, and 2016
- Volunteered in Reach Out To Asia service Teaching in Nepal April 2017, as leader of English teaching team.
- Active volunteer at The Museum Of Islamic Art Library (2017-2018)
- Volunteered in world mental health day activities (October 2015), QU study abroad fair (May 2015), and first world congress on undergraduate research as a team leader in the translational department (November 2016).