**CV**

Ms. Asma Asfour

Actively looking for a job and available immediately.

Germany – Open to relocation and travel worldwide

E-mail: [jobapplicationasfour@yahoo.com](mailto:jobapplicationasfour@yahoo.com)

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| **Education** | |
| *PhD Degree*  April 2014 - August 2018 | Learning and Development, TU Dortmund   * Adult Education and self-learning * Instructional Design * Self-development * Qualitative research * Adult learning development |
| *Master Degree*  October 2005 - January 2009 | Qualitative and Quantitative Approaches, Birzeit University   * Psychological foundations of education in work place * Design of educational research * Psycho-social factors affecting learning * Qualitative and quantitative research * Educational theories * Adult Education |
| *Bachelor Degree*  September 1997 - June 2001 | English Language and Literature, Birzeit University   * American and British Literature * Linguistics, semantics, syntax, etc. |
| **Employment History** | |
| *Editor and Communication Officer (Arabic/English)*  January 2020 - September 2020 | Apple, Berlin   * Manage daily communications ensuring that communications are meeting organizational needs in a well-organized manner * Translation, localization, and language input * Research and content writing for data machine processing team * Validation of technical input * Content management for Arabic and English languages * GIS country editing * Labeling training data for machine training * Supporting Data Pre-processing team * Producing guidelines for data processing * Following designs and standards to develop conceptual content * Conducting peer edits for grammar, style, voice, and form * Working on an exploratory project, such as an interactive tutorial * Localizing guidelines from English into Arabic * Providing quality expertise to other team members and coaching improvements. |
| *Technical Translator Specialist*  January 2018 - June 2018 | * Translation and localization of technical content. |
| *Linguist*  July 2001 - Present | * Language pairs for translation (Arabic/English, English/Arabic, German/Arabic) * Localization project management * Teaching modern standard Arabic and Levantine Dialect (online and face to face) * Arabic-English interpreter * Simultaneous interpreting and Consecutive interpretation of conferences, training courses, interviews, and field visits * Working for a director for a Hollywood movie in collecting data from refugee survivors * Language services (Content writing, proofreading, editing, DTP, voice-over, subtitling, etc.) * Clients include UNICEF, UNESCO, UNV, UN- Coord, OSCE, KAICIID, Essex County Council, EASO, and BBC among others. |
| *Researcher*  January 2009 - Present | * Designing qualitative and quantitative research including literature review, research instruments, credibility, reliability, data analysis, results demonstration and discussion of results * Testing research instruments * Designing pilot studies for qualitative and quantitative research * Participation in medical research (interviews and data collection) and user research * Fields: education, learning, EFL, ESL, adult education, user experience, humanities, social sciences, governance, human rights, etc. |
| *Instructional Designer*  January 2015 - Present | * Creating training programs that are aligned with the organization’s objectives * Embracing different styles of training techniques, including e-learning, tutorial sessions or coaching * Building relationships with 3rd party training providers. |
| *EFL Instructor*  September 2008 - October 2010 | Department of Translation and Foreign Languages, Birzeit University   * Teaching EFL |
| *Educational Supervisor*  May 2005 - November 2015 | Ministry of Education, Ramallah   * Training EFL teachers * Designing instructional and training activities for EFL teacher development and education * Evaluation of EFL teachers' performance in real teaching situations * Providing feedback for teachers for long life learning * Administration and development of national standard exams for teachers and students |
| **Training Courses** |  |
|  | * Women in Public Service Project, Wellesley, Massachusetts, USA (2012) * Principles of Institutional Work, Ramallah, Palestine (2005) * Strategic Planning, International e-Academy for Leadership, Gummersbach, Germany (2009) * New Public Management, International e-Academy for Leadership, Gummersbach, Germany (2008) * Democracy and Governance Young Leaders in Democratic Governance in the MENA Region”, European Inter-University Centre (EIUC) and the International Institute for Democracy and Electoral Assistance (International IDEA), Italy (2008) * Local Government and Civic Society, International e-Academy for Leadership, Gummersbach. Germany (2008) * Women's Human Rights in MENA Region, Lund University & the Raoul Wallenberg Institute of Human Rights and Humanitarian Law, Lund, Sweden (2009). |
| **Languages** |  |
|  | * Arabic – Native * English- C2 * German B2/C1 |
| **Other skills** |  |
|  | * Microsoft programs such as Excel, Word, PowerPoint, etc. * Web Content Development such as XML, markdown, HTML * Content Management Systems such as SharePoint, MadCap Flare, GitHub * Terminology platforms and tools such as Alchemy Catalyst, memoQ, SDL Studio and Passolo * Qualitative analysis, MAXQDA, NVivo * Quantitative analysis, SPSS * E-Learning, Storyline, Camtasia * Python, scripting language (Learning) * Google Workspace (Google Docs, Google Sheets, Google Calendar). |