**CV**

Ms. Asma Asfour

Actively looking for a job and available immediately.

Germany – Open to relocation and travel worldwide

E-mail: 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
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| *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
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| *Bachelor Degree*September 1997 - June 2001 | English Language and Literature, Birzeit University* American and British Literature
* Linguistics, semantics, syntax, etc.
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| **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.
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| *Technical Translator Specialist*January 2018 - June 2018 | * Translation and localization of technical content.
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| *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.
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| *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.
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| *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.
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| *EFL Instructor* September 2008 - October 2010 | Department of Translation and Foreign Languages, Birzeit University* Teaching EFL
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| *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
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| **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).
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| **Languages** |  |
|  | * Arabic – Native
* English- C2
* German B2/C1
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| **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).
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