

PERSONAL INFORMATION

Name: Rania Saroukh
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Nationality: Syrian
Marital status: single
Date of Birth: 24.10.1981



WORK EXPERIENCE

2011 till now Translator at the office of Al Baath University president

- Responsible for translation at the office of Al-Baath University president.
- Translate Al Baath University news and publish it on its website

2002- 2010 Clerk at Al Baath University Journal for studies and scientific researches

- Responsible for the review process of scientific researches submitted by PhDs and higher studies students.
- Ensure that all researches are evaluated primarily with regard to the importance of the work reported, and its relevance to the journal's mission.
- Arrange researches in series according to the field of specialization and ensure publishing them in chronological order of acceptance.
- Correspond and communicate with authors and other universities journals.
- Provide the electronic edition of the journal.
- File documents.
- Prepare all official letters.

2007-2010 English proofreader of the journal researches

2007-2011 English lecturer at the Faculty of Mechanical and Electrical Engineering- Al Baath University

2008-2009 English Language instructor at Dar Al Alson Institute - Homs

EDUCATION & QUALIFICATION

2001-2004 - Bachelor of Art in simultaneous translation from English into Arabic and vice versa with the general average of 75.8 % - Open Learning Center -Al Baath University

2000-2001 - Institute of Applied Industries

REFERENCES

Available upon request