

Amnah Almulhim

Translator & Interpreter

ABOUT ME

Enthusiastic and eager to success through hard work, attention to detail and excellent organizational skills. Clear understanding of tasks and training in skills..

Motivated to learn, grow and excel in work environment.

EDUCATION

Bachelor in English Language and Translating

Princess Nourah Bint Abdulrahman University, Riyadh, 2017

CONTACT

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EXPERIENCE

Marketing Executive & Customer Relationship Management

Dce, 2018 - Dce, 2020

Porsche Center Al Khobar - SAMACO

- * Translated and edited some documents and forms
- * Developed new branding strategies and marketing collateral to foster business development and achieve revenue targets.
- * Responsible of the launches and the upcoming/during events of Porsche branches.
- * Responsible of the marketing items, products and the appearance of the showroom.
- * Responsible of uploading reports and monitor salesperson works with the DP of the branch.
- * Responsible of the customer complains.
- * Responsible of the customers' sales follow using the C@P Porsche website.
- * Supported staff on media and marketing outcomes.
- * Worked with marketing teams to create, deploy and optimize effective campaigns for Porsche's clients.
- * Communicated marketing strategy and campaign performance to verify alignment with senior management objectives.
- * Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.

SKILLS

- * Leadership
- * Team work
- * Team Motivation
- * Multitasking
- * Time Management
- * Collaboration
- * Communication
- * Organizational Skill
- * Creative Problem Solving
- * Computer skills and Microsoft office

TRAINING

- * The Training For The New Macan & 911 In Dubai.
- * C@P Training.
- * Finance Training.
- * I Trained Who is going to be the responsible in Marketing Executive & CRM.

REFERENCES

Available upon request.

EXPERIENCE

Translator, Interpreter and Assistant

Sep, 2018 - Dec, 2018

Modern International School - Al Ahsa

- * Translated and edited forms from the Ministry of Education.
- * Interpreted between Arabs students family and the foreign teachers.
- * Administration of the school direction.

Trainee, In The Administration Of Training & Development as Translator, Interpreter and Teacher

July, 2017 - Aug, 2017

National Guard Hospital - Riyadh

- * Translated and edited some documents and forms such as the medical terms used in publications.
- * Supported student education by accompanying non-[Arabic] speaking individuals to classes, study sessions and assemblies to translate instruction, conversation and documents.
- * Provided oral translations and interpretations for students during their test, and successfully maintaining pace with native speakers to deliver real-time comprehension.
- * Answered and explained the exercises of the grammar book with the students during the lecture.
- * Office / System works.
- * made certificates for intern students and organized.
- * Sent some letters/speeches to their universities.

EVENTS

- * The Macan II KSA Launch.
- * The 911 Launch.
- * The New Cayenne Coupe Test Drive Event. Participated As Sponsors.
- * Participated As Sponsors In 180 Degrees Coffee & Chocolate Event.
- * Participated As Sponsors In Formula E Event.