



# Fatemeh Tabatabaei

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## Education

Sep 2009- May 2013

**Semnan Government University**, Semnan, Iran  
Bachelor of Arts in English Literature

## Technical skills

- skillful in Microsoft office (Excel, Word, Power point)
- skillful in Adobe Photoshop
- Certified as a (Technical Manager of travel Agencies) provided by Cultural Heritage, Handicrafts, and Tourism organization of Iran.
- Familiar with Tour operation and Itinerary planning.
- Trained as a cultural and historical Tour guide.
- Experienced in Market development and market research for foreign companies.
- Experienced in translating different texts from English to Persian and vice versa.
- Experienced in editing and paraphrasing multiple texts in both English and Persian

## Related course work

### Main courses:

The History of English Literature, Introduction to Fiction, Drama, Poetry, Short stories, Storytelling, Literary Criticism, The Philosophy of Literature, Literary techniques and Devices, Literary Schools, Literary Translation, General Translation, Linguistics, professional writing, creative writing, Journalistic writing.

### Projects areas:

Social changes and individualism, Ideology and realism.

## Employment

Aug 2017 – Feb 2019

### **customer Care and Content provider at Toiran.com**

- Provided and wrote English content related to different parts of Iran for toiran.com, based on the unique destinations offered to clients.
- Tailored and designed itineraries based on what our customers needed and what was best option for them.
- Taking care of customers from A-Z, their arrival to departure and after in order to experience a five star services while traveling.

Jan 2017 - May 2018

### **Business Consultant at CITEC Technology**

- Market development and finding new customers by visiting or telemarketing in order to increase the sales rate in Iran.
- Keep updated with potential customers in order to meet sales targets.
- As a representative in Iran most of the job was done over the phone or via email and I was holding two jobs at the same time.

January 2015- March 2018

### **Freelance Interpreter /Tour guide, Tehran.**

- Tour guide and Interpreter for Portuguese business delegation March 2018.

- Interpreter and assistant for METRACOM, a French company related to Business France, April 2017.
- Interpreter and representative for BMF(BARTHOLET)company at the10th International Tourism Exhibition, Feb 2017.
- Interpreter and coordinator for DATC group, Related to Business France Feb 2017.
- Interpreter for CITEC group at 14th International Kitchen, Bath Exhibition of 2016, Tehran.
- Interpreter and Tour guide for COLMANT CUVELIER, related to French chamber of commerce, July 2016.
- Tour guide and Interpreter for Oman airways Board members in March 2015, Tehran, Iran.
- Interpreter for a Belgium Business group participating in 2015 Aerospace Exhibition, Tehran, Iran.

July 2015- April 2016

**Supervisor and Teacher at SEPEHR English Institute**

- Supervised and interviewed people for teaching on different levels.
- Prepared and developed a new syllabus based on the newest methods and curriculum of learning English as a second language.
- Evaluated teaching methods and provided performance standards for teachers and other employees.

### Volunteering Experiences

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| • Dec 2012 | Edited and translated some parts of “the Beloved”, SEMNAN, Iran.             |
| Jan 2018   | Translated and edited some parts of “A book of Iran” at Haft Bang institute. |

### Professional profile

- Self-motivated
- Co-operative
- Result oriented
- Ability to work under pressure
- Computer literacy
- Dedicated
  
- Creative
- High level of experience in Team working as well as individual working
- Organizational and planning skills

### Other Extracurricular Activities

- Active member of high school basketball team during high school study.
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- Active member of literary club during bachelor study.
- Private English Instructor

### Academic References

References will be available upon request.