

Curriculum Vitae

PERSONAL INFORMATION

Zaha Kheir



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🌐 <http://www.kheir-translations.at/home/academic-profile/>

Sex Female | Date of birth 30/03/1986 | Nationality German

EDUCATION AND TRAINING

15/09/2014–Present

PhD Politics

University of Oxford, Oxford, (United Kingdom)

Classes: Democratization, Seminars on Middle Eastern Politics, Intermediate Statistics, Content Analysis, Research Design in Politics, Archival Research

Skills: Research Skills, Intermediate use of Stata

15/09/2005–15/06/2010

BA and MA in Political and Administrative Sciences. Graduated with Distinction

Universidad Complutense de Madrid, Madrid (Spain)

Classes on: International Relations, Religion and Politics, Sociology, Social and Market Research (quantitative and qualitative), Social Psychology, Public Law, Economics, Professional Writing, etc...

Skills: Statistical Analysis of Data, Design and Administration of Public Opinion Surveys, Discourse Analysis, Research Design, Academic Writing, Presentation skills

01/07/2009–30/07/2009

Certificate in Humanitarian and Emergency Aid

Fundacion Complutense with Spanish Red Cross and AECID, Cambridge, MA (United States)

Classes and practical activities on planning and delivering humanitarian and emergency aid

15/07/2009–30/07/2009

Certificate in the New Techniques and Methods in Social and Market Research

Professional Association of Political Scientists, Madrid (Spain)

Training in the use of SPSS, Atlas Ti, Weft QDA and other software for quantitative and qualitative data analysis

01/07/2008–30/08/2008

Certificate in Modern Standard Arabic (Beginners)

Fajr Center of the Arabic Language, Cairo (Egypt)

01/07/2007–30/08/2007

Government courses

Harvard University Summer School, Cambridge, MA (United States)

Classes: The Future of War (4 credits), International Conflict and Cooperation (4 credits)

Skills: Analytic writing in English

01/07/2006–30/08/2006

Government courses

Harvard University Summer School, Cambridge, MA (United States)

Classes: Globalization and Terrorism (4 credits); American Foreign Policy (4 credits)

15/09/2004–15/06/2005 **Courses on History and Writing for the media**
University of Greenwich, Greenwich, (United Kingdom)
Classes: Victorian Britain, Eighteenth Century Europe, Creative Writing and Journalism
Skills: Basic statistical analysis, archival work, analyzing history through the arts, developing own writing style

WORK EXPERIENCE

01/07/2015–15/08/2015 **Lecturer Global Leadership Programme in Politics and International Relations**
Oxford Royale Academy, Oxford (United Kingdom)
Teaching of 3 intensive summer school courses, 2 weeks each. Two-hour long lectures, debates, and seminars, as well as essay correction and tutoring of students.

13/07/2015–17/07/2015 **Teaching Assistant at PPE Summer School**
Oxford University, Oxford (United Kingdom)
Correction of essays and holding tutorials for six students of the Politics, Philosophy and Economics Summer School of the Department of Politics and International Relations at the University of Oxford

01/09/2010–25/11/2014 **Freelance translator and transcriber. Kheir Translations.**
Kheir Translations, Schwalbach am Taunus (Germany)
Translation of documents from German, English, Spanish and Arabic into German, English and Spanish. Specialties: Medical, pharmaceutical, market research, instruction manuals (technical), academic documents (transcripts, diplomas, recommendation letters)
Transcription of 1-on-1 interviews and discussion groups. Medical and pharmaceutical content. Bilingual (German to English, Spanish to English) and 1:1 (German to German, English to English, Spanish to Spanish).
Document editing with comments for linguistic improvement of writer.
Conference and court interpreter, consecutive and sight.
Diploma in German <> English translation. German Chamber of Commerce in May 2013.
Diploma in German <> Spanish translation. German Chamber of Commerce. Upcoming. September 2015.
Contact of referees available upon request

01/08/2011–28/02/2012 **German lecturer**
Liffey College, Dublin (ireland)
Impart German classes to groups of 5-30 students at beginners, intermediate and advanced level. Adults; evening classes.

01/01/2009–01/08/2013 **Volunteer**
International Christian NGO
Imparted classes on Old and New Testament.
Emotional and spiritual community support, also among refugees from Arabic countries.
Activities in Minneapolis, USA; Dublin, Ireland; Salzburg, Austria; Frankfurt, Germany; La Palma, Spain.

01/08/2008–15/06/2010 **Volunteer**
YMCA of Palestine and East Jerusalem, Beit Sahour (Autonomous Palestinian Territories)

On site: Fundraising and network-building with German and Spanish organizations linked to the YMCA; Research into organizational shortcomings (cooperation with local and international partners); Translation of website into Spanish for greater international impact; reporting on local situation for the website
 Distance: Continued delivering updates for website and translating fundraising initiatives

PUBLICATIONS AND PROJECTS

- Upcoming** Book Review: "Constitutionalism and the Politics of Accommodation in Multinational Democracies", Jaime Lluch (ed.), Palgrave Macmillan, 2015 in Nations and Nationalism.
- In progress** Comparative International Organizations: Regional Identity and Legitimacy in the Arab League and the African Union. Cooperation with Densua Mumford at Oxford University.
- 2015** Article: "Netanyahu and the Two-State Solution" in Politics InSpires, available at <http://politicsinspires.org/netanyahu-and-the-two-state-solution/>
- 2014** Working Paper, "The Ta'if Accord 25 Years On: National Unity or Business as Usual in Lebanon?", University of Oxford, January 6th, 2015. Available at https://www.researchgate.net/publication/271511054_The_Ta%27if_Accord_25_years_on
- 2014** Working Paper, "To What Extent is the Struggle for Hebron a Struggle for Identity?", University of Oxford, November 30th, 2014. Available at https://www.researchgate.net/publication/269398788_TO_WHAT_EXTENT_IS_THE_STRUGGLE_FOR_HEBRON_A_STRUGGLE_FOR_IDENTITY
- 2013** Article: "The Women's Voice is Revolutionary" [Spanish], Webislam, December 12th, 2013. Available at: <http://www.webislam.com/articulos/91956-la-voz-de-la-mujer-es-revolucionaria.html>
- 2010** Article: "Excursion to the Last Colony: An Image of Palestine" [Spanish], Revista Islam 6(1), Spring 2010. Available at: <http://noticias.hispanomuslim.es/prensamuslima/revislam201004.pdf>

PERSONAL SKILLS

Mother tongues German, Spanish

Other languages	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
	TOEFL GRE Certified German Chamber of Commerce Translator				
Arabic	C1	C1	C1	C1	C1
French	B2	C2	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Computer skills MS Office (Excel, Word, PowerPoint); Microsoft Windows XP, 7, 8. Some MAC use. Quantitative and Qualitative Data Analysis Software: SPSS, Stata, Atlas Ti, MAXQDA, NVivo

