

Contact details:-

Name: - Samira Mustafa Assaf.
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Personal Information

Date of Birth:-21st of May 1989.
Citizenship: - Lebanese.
Marital Status: - Married.

Qualifications

- CELTA Certification (120 hours) British Council, Cambridge University, December 2013
Grade: Pass B
Internationally recognized CELTA certificate course, with a practical emphasis on activity-based teaching methodologies, lesson planning, phonology, and classroom management.
- University of Tripoli, Tripoli, Libya 2012 Bachelor Degree in English
language and translation, with an overall grade of 74%
- University of Cambridge First March 2009 Certificate in English FCE, ESOL
Examinations.
- Touch Typing Certificate in Arabic 2012
- International school of Martyrs ISM, 2004-2007 High school Certificate- American
Curriculum

Professional Experience

Freelance Translator, Editor, Subtitler and Transcriber – 2012- present

Freelance Translator at Frost & Sullivan- KSA

Translate from English to Arabic and vice versa several documents such as:
Prospectus
Technical proposals
Case studies
As is Reports
Power point presentation of projects and scope and deliverables
Planning & Implementation documents
Go-to-Market Strategies documents

Freelance Translator at Rashidi Consulting Group- UAE- KSA- USA

Translate from English to Arabic and vice versa several documents such as:
Gap Analysis
Solutions contract
Project scope of work
Service level agreements
Terms and Specifications Proposal

Freelance Translator at SW19translation- UK

- Read given material and research industry-specific terminology
- Convert text and audio recordings from one language to one or more others
- Ensure translated content conveys original meaning and tone
- Prepare subtitles for videos and online presentations
- Cross-reference specialized dictionaries and translation tools to check quality of translation
- Proofread translated texts for grammar, spelling and punctuation accuracy
- Edit content with an eye toward maintaining its original format (e.g. font and structure)

- Knowledge of Microsoft Office Suite, WordPerfect and other operating systems, including several translation software.

Full time translator at Elite Legal Translation services (ELTS)- 2015-2021

- Researching legal & technical phraseology to ensure the correct translation is used.
- Liaising with clients to discuss any unclear points.
- Rendered correct concepts/meanings between source and target languages
- Understand the terminologies in the following industries: Medical, Finance, technology, Insurance, Court and Law.
- Provided written translation of information from English into Arabic & vice versa, as needed.
- Translated medical materials, technical and scientific texts, user/automotive manuals, legal documents, insurance policies, food and leisure, construction engineering, beauty products, shipping and oil rigging and many more.
- Experience in using CAT tools (SDL Studio, MemoQ, Wordfast, etc...)
- Subtitling and transcribing videos and audios.
- Review/proofread translations done by other interns, junior translators and freelance translators.
- Perform QA and Spot Check tasks.
- Prepare evaluation sheets & reports for translators.
- Respond to & implement client's feedback.
- Support our clients by providing expert advice and respond to the questions that are related to translation projects.
- Discussing translation quality with the team.
- Monitor, develop, and coach new team members.
- Perform other localization tasks as required by management.

References are available upon request.