

# REHAB ABDALLAH FYALA

## Freelance Translator

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### Summary of Qualifications

- 12 years of experience in written translation and proofreading.
  - 3 years of experience in transcription and subtitling.
  - Excellent use of **CAT tools** including: Trados, MemoQ, Memsources, wordfast.
  - Delivered successfully more than 400 projects: meeting deadlines.
  - **Fields of experience:** Academic and educational material, journalism, medical, UN, websites, e-commerce.
  - Creating English closed caption, transcripts and time coding.
  - Good knowledge of professional subtitling, time coding and audio software.
  - Willing to adapt to the constant updates and changes to software and industry.
  - Excellent use of search engines to find the suitable meaning of expressions and idioms.
  - Ability to solve problems regarding finding alternatives to cultural differences to deliver an accurate meaning that suits the targeted audience.
  - Eagerness to learn and to have the suitable training to develop my skills and to remain updated.
  - Positive attitude toward teamwork with good communication skills and accepting feedback.
  - Strong Attention to details.
  - Sense of creativity and thirst of knowledge has led me to use my skills in content writing and generating ideas for writing scripts and articles.
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### Work Experience

#### Freelance Translator, reviewer:

2009-Present

- Translated more than 400 projects using CAT tools (Trados, MemoQ, Memsources, wordfast) resulting in saving more time and reserving more terms from different fields.
- Working with more than 100 clients and companies inside and outside Egypt over 12 years on written translation, transcription and subtitling has granted me the ability to shift between different requirements, reference material, glossaries and style guides.
- Translated and post-edited more than 100,000 words for *United Nations projects* such as: ([spherestandards](#)) and other projects for Sustainability Development in MENA.
- Translated projects for e-commerce websites like (Little Pretty Things) and (Revolve) in the field of e-commerce, ensuring localizing the source text to suit the targeted customers in the Arab world.
- Making sure to list new glossaries and unfamiliar terms and discussing them with the clients or the concerned team to deliver the accurate meaning according to the context.

#### Freelance subtitle editor, Time coder:

2017-Present

- Created English closed caption, transcripts and time coding for short movies, documentaries, and academic videos for more than 10 clients including subtitling documentaries for **Disney and Amazon prime**.
- Provided Subtitling services on full course on Customer Service for (Knowledge City Company).
- Performed quality checks for the subtitle files to match the company and client requirements.
- Used different software to provide scripts in srt Format (eg: subtitle edit, aegisub) and online platforms like: Amara platform, Zoosubs, etc.
- Worked on a huge project (Discovery Education) for The Emirati Ministry of Education on more than 100 educational videos using SDL Trados software with (LIONhouse Translation Agency).
- Volunteered with TEDx Talk and subtitled 3 videos -using Amara subtitling platform. Videos are published on YouTube under my name. [Ted translator account](#).
- Volunteered with (Ahmed Elawar Team) in subtitling and setting the time code for 5 videos from Arabic to English. ([Sample](#))

#### Resala Legal Translation (Dubai, UAE)

December 2018 - July 2020

#### Legal translator and proofreader

- Translated more than 300 legal documents including contracts, correspondence, legal forms, etc.
  - Reviewed and post-edited legal forms for banks such as: FAB, Mashriq, Dubai Islamic bank.
  - Set up a database including samples for contracts and legal forms for easy accessibility and saving time.
  - Collaborated with the team to standardize terminologies and setting guidelines for each project.
  - Made the required amendments as referenced from the clients.
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### Courses

- Cinematic Subtitling Course using (subtitle Edit – Aegisub), Theydoe Academy, 2021
- Freelance Translator's Road to Success from SDL Trados studio, Proz website, 2020

- SEO Content Writing, Promediaz Academy, 2022
  - Creative Writing Course, Ibn Sina Academy, 2021
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### **Education**

- Professional Diploma in Simultaneous, Consecutive and Written Translation, Mansura University
  - **BA. Arts, English Department**  
- Faculty of Arts – English Department – Mansura University.
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### **Technical skills**

- Microsoft Office (Word, Excel, PowerPoint)
  - CAT Tools (SDL Trados, MemoQ, Wordfast, online platforms)
  - Subtitling (Subtitle Edit, Subtitle Workshop and online platforms “eg:Amara, Deluxe platform”)
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### **Additional Information**

- Languages: Native Speaker in Arabic, Fluent in English