

# TASNEEM HUDAIB

## ARABIC TRANSLATOR

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### OBJECTIVE

Highly skilled and experienced Translator for more than 10 years of experience with a strong background in translating different subject (Medical, Financial, E-commerce, Educational, Life-science, etc.) in Arabic. Bringing an outstanding translated materials of English to Arabic pairings, as well as a track record of flawless proofreading, editing, and translating. Capable of effectively understanding the context of content and translating it in a clear and acceptable manner. Extensive knowledge of various terminologies and processes. Bringing forth a strong work ethic as well as a dedication to efficiency and ethics.

### EXPERIENCE

#### Translator

**OneClick Drive Company | Jordan (Remotely) |  
July 4, 2022 – current**

- **Translation and Localization Expertise:** Proficiently translate and localize diverse automotive materials, including website content, vehicle specifications, car rental company information, engine models, car models, and intricate automotive terminology. Ensure that translated content resonates authentically with the target Arabic-speaking audience while preserving technical accuracy.
- **Enrichment of Car Terminology:** Take proactive measures to elevate the quality of the company's website by meticulously researching and refining automotive terminology. Collaborate with brand manufacturers to ensure up-to-date and precise vocabulary that enhances the overall user experience and industry credibility.

### EDUCATION

Hashemite University  
Degree Name  
English Language & Literature  
(2007-2011)

### KEY SKILLS

- SEO
- Generating Prompts (ChatGPT & Bard)
- Computer proficiency
- Social Media
- Organizational know-how
- Microsoft Office
- Translation Software (CAT tools: SDL Studio, Trados, MemoQ, Passolo)
- Excellent communication and coordination skills
- Time Management
- Excellent Verbal, Non-Verbal, and Written
- Communication Cultural Awareness & Intelligence
- Time Management & Multitasking

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- **Cultural Localization:** Skillfully adapt content to resonate with the local audience and convey a genuine understanding of the UAE's vibrant car marketplace. Capture the essence of the region's automotive culture and industry trends, aligning content with the preferences and expectations of local users.
  - **Efficient CMS Task Management:** Leverage Content Management Systems (CMS) to streamline translation workflows and manage tasks effectively. Seamlessly collaborate with cross-functional teams to ensure timely and accurate delivery of translated content, contributing to the company's operational efficiency.
  - **Technical Issue Resolution:** Demonstrate a problem-solving mindset by identifying and addressing technical challenges that arise during the translation process. Collaborate with technical teams to implement innovative solutions that enhance the quality and integrity of translated content.
  - **Generating AI-Enhanced Prompts:** Employ AI tools, including ChatGPT and Bard, to create new ideas in translation, SEO, writing, and other areas. Utilize AI-generated content to inspire creative ideation and enhance the quality of translations, SEO strategies, and written materials.

### **Key Achievements:**

- Successfully localized and translated a diverse array of automotive content, ensuring a consistent and compelling user experience across all platforms.
- Enhanced the accuracy and relevance of the company's automotive terminology, establishing Oneclickdrive as an authoritative source in the UAE's car marketplace.
- Played a pivotal role in fostering a strong connection between the company and its Arabic-speaking audience through culturally tailored content localization.
- Proactively resolved technical issues, contributing to the seamless flow of translated content and maintaining high-quality standards.

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## **Freelancer**

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## Tarjama Company | Jordan | 2021 – July 2022

### Key Contribution:

Successfully contributed to the Expo project's success by delivering accurate and culturally appropriate Arabic translations, enabling effective communication between diverse audiences and enhancing the project's overall impact.

## ICS-translate Company | UK | 2021 – present

- **Translation Expertise:** Proficiently translated a wide range of content from various domains, spanning business, technology, marketing, legal, and other subjects. Ensured that the essence and meaning of the source text were accurately conveyed in the target language, while maintaining linguistic clarity and coherence.
- **Proofreading and Quality Assurance:** Conducted thorough proofreading of translated materials to guarantee grammatical accuracy, proper syntax, and consistent terminology usage. Applied meticulous attention to detail to identify and rectify errors, ultimately enhancing the overall quality of the translated content.
- **Cultural Appropriateness:** Demonstrated sensitivity to cultural nuances and context by adapting translations to align with the cultural preferences and expectations of the target Arabic-speaking audience. Ensured that translated content was culturally appropriate and resonated effectively with the intended readers.
- **Deadline Management:** Efficiently managed translation projects with adherence to specified deadlines. Coordinated closely with project managers to ensure timely delivery of accurate translations, contributing to the seamless execution of projects.

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## Key Contributions:

As a dedicated Freelance Arabic Translator with ICS-translate Company, a prominent language solutions provider, I undertook a key role in ensuring accurate and effective communication across various subjects. My primary responsibilities centered around translating and proofreading diverse topics, contributing to the delivery of high-quality linguistic services.

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## Tarjamat Company | USA | May 2021 – Sep 2021

### Responsibilities:

- **Health and Medical Translation:** Demonstrated expertise in translating complex health and medical content, ensuring accurate and culturally sensitive communication between English and Arabic. Translated a variety of materials, including medical reports, research papers, patient information leaflets, pharmaceutical documentation, and other healthcare-related documents.
- **File Preparation on MemoQ:** Proficiently managed the preparation of translation files using MemoQ, a computer-assisted translation tool. Utilized MemoQ's features to organize and structure content efficiently, facilitating the translation process and ensuring consistency across projects.
- **Cultural Appropriateness:** Exhibited a deep understanding of the cultural nuances and sensitivities within the health and medical field. Ensured that translations accurately conveyed medical terminology, maintaining consistency while adapting content to resonate with the target Arabic-speaking audience.
- **Quality Assurance:** Conducted thorough reviews and proofreading of translated materials to ensure grammatical accuracy, appropriate syntax, and adherence to specialized medical terminology. Maintained a high standard of quality in all translated documents.
- **Collaborative Engagement:** Collaborated closely with project managers, fellow translators, and medical experts to

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ensure seamless communication and consistent terminology usage. Engaged in discussions to clarify medical concepts and achieve optimal translation outcomes.

### **Key Contributions:**

Successfully translated and localized critical health and medical documents, facilitating effective communication between English and Arabic-speaking medical professionals and patients.

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## **Editor**

### **Nielsen Company | Jordan | 2017-2021**

#### **Responsibilities:**

- **Content Creation and Translation:** Demonstrated exceptional writing and translation skills by creating engaging and culturally relevant English and Arabic content for various entertainment media, including movies, TV shows, and sports. Translated content to provide seamless communication between languages while maintaining the integrity of the original material.
- **Accurate Database Management:** Played a pivotal role in maintaining an accurate and comprehensive database of entertainment information. This involved meticulously reviewing, verifying, and updating content to ensure that the data provided to clients and stakeholders was reliable and up-to-date.
- **Translation of Videos on Demand (VODs):** Effectively translated Videos on Demand (VODs) to provide accurate and engaging content for Arabic-speaking audiences. Ensured that the translated VODs captured the essence and context of the original material, while adapting it to resonate with the target audience.
- **Team Coordination:** Responsible for allocating programs and content to team members, ensuring an equitable distribution of

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tasks and resources. Coordinated workflow to optimize efficiency and meet project deadlines.

**Key Contributions:**

- Successfully created and translated content for movies, TV shows, sports, and other entertainment data, facilitating effective communication and engagement with diverse audiences.
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**Senior Translator & Project Coordinator**  
**E-arabization | Jordan | 2014-2017**

**Responsibilities:**

- **Professional Multidisciplinary Translation:** Demonstrated linguistic expertise by providing professional translation services across various fields, including but not limited to Medical, Financial, Marketing, Technical, Subtitles, and Legal. Ensured that translated content maintained its original meaning, style, and tone while catering to the target audience's preferences.
- **CAT Tools Utilization:** Utilized Computer-Assisted Translation (CAT) tools such as SDL Studio, Trados, MemoQ, and Passolo to enhance translation efficiency and consistency. Employed CAT tools for terminology management, translation memory utilization, and leveraging previous translations for accuracy.
- **CAT Tool Management and Troubleshooting:** Managed CAT tools, overseeing software configurations, updates, and troubleshooting technical issues as they arose. Ensured a seamless translation workflow by promptly resolving technical challenges to maintain project timelines.
- **Document Review and Proofreading:** Conducted thorough review and proofreading of translated documents to ensure grammatical accuracy, proper syntax, and consistent terminology usage. Maintained a high standard of quality in all translated materials to meet client expectations.
- **Effective Client and Translator Coordination:** Facilitated seamless communication between clients and a team of translators and freelancers. Coordinated project assignments,

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deadlines, and requirements, fostering productive collaboration to deliver high-quality language solutions.

**Key Contributions:**

- Successfully provided accurate and culturally relevant translations across diverse subject matters, contributing to effective cross-cultural communication.

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**Translator & social media Officer**  
**M-health Company | Jordan | 2012-2014**

**Responsibilities:**

- **Medical and Health Translation:** Demonstrated proficiency in translating complex medical and health topics, ensuring accurate and culturally sensitive communication. Translated a wide range of content, including medical articles, health guidelines, patient resources, and educational materials, contributing to the dissemination of reliable healthcare information.
- **Research and Content Curation:** Proactively conducted web research to identify and read the most recent medical studies and articles. Stayed up-to-date with emerging trends, breakthroughs, and advancements in the healthcare field, ensuring the delivery of accurate and current information to the target audience.
- **Infographics Creation:** Leveraged creativity to conceptualize and create engaging topics for infographics. Effectively transformed complex medical concepts into visually appealing and easy-to-understand graphics, enhancing user engagement and knowledge sharing.
- **Social Media Management:** Served as the social media Officer, overseeing the company's presence on Twitter, Facebook, and Instagram. Curated and shared informative and relevant content, engaged with the audience, and fostered a strong online community.
- **SMS Communication:** Strategically utilized SMS communication to connect with customers in Gulf countries

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and Egypt. Sent messages pertaining to health, nutrition, and well-being, contributing to the company's goal of promoting healthy lifestyles.

**Key Contributions:**

- Successfully translated medical and health content, enabling accurate and culturally relevant communication for a diverse audience.
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**Volunteers & Courses**

Project Management for Development Professionals (PMD Pro)  
Level 1 - (May 2019)

Editing and writing for video and pictures (International Academy of Arts And Creativity - Roya Academy for Media Training) – (January 20 to January 24 2019)

English Course - British council (Oct 2016)

Speaking Course – British council (Nov 2016)  
Volunteer at Translators without borders (2017)

Volunteer at The Rosetta foundation (2013/2014)

Trainee at Talal Abu-Ghazaleh (14/2/2012 – 1/4/2012)

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**Languages**

- ARABIC: native language
- ENGLISH: fluent (speaking, reading, writing)