

Sana Afra

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1 (971) 601-8915; (961) 71 814436

Freelance translator *11+ years experience (Eng-Ar pair)*

WORK EXPERIENCE

Digital Future: (online) -

June 2006 – Current

Translation, Editing, Proofreading

- Translate books and literature, mostly from English into Arabic, of various subjects, including economics, business, science, scientific experiments, religion, sports, space, an animal encyclopedia, crafts, cooking, children stories, etc.
- Edit, proofread, and type translated material in preparation for printing.

Deluxe Digital Studio: (online)

Feb 2017 – Current

Subtitling, QC

- Translate subtitles of Film, TV, Drama from English into Arabic.
- Perform quality control checks on already translated subtitles.

New Life Turkey: (online)

Feb 2015 – Apr 2015

Website Translation, editing, Brochure creation and translation

- Translated entire real estate website from English into Arabic.
- Created an English brochure targeted to an event in Dubai, then translated it.

Lebanese Science and Education School - Beirut, Lebanon

July 1997– Aug 2006

School Accounting

- Maintained student accounts, employee payroll, and various related tasks.

Tulane University Hospital New Orleans, LA

Jan 1986– Sept 1987

Medical Interpreter

- Helped Arabic and French speaking patients in various departments of hospital, including doctor's visits, routine checkups, follow-ups, hospital admissions, and various medical procedures.

EDUCATION

Beirut Islamic University - Beirut, Lebanon

Nov 2004 – May 2009

Bachelor Degree in Islamic Studies

Central Piedmont Community College - Charlotte, NC

Jan 1991 – May 1992

English and General Sciences

ADDITIONAL INFORMATION

Technical Skills: Expert in MS Office, Word, Excel, PowerPoint, Medical Terminology, Trados, MemoQ

Languages: Native Arabic, excellent English, good French, some German and Spanish