



ELIANE KAI

LEGAL/BUSINESS, TECHNICAL/SCIENTIFIC SWORN TRANSLATOR

ENGLISH <> ARABIC <> FRENCH

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IN A NUTSHELL

English <> Arabic <> French

In my **ten years of experience** as a linguist, I have **never missed a deadline**.

I am a professional **sworn translator**, not an amateur – I studied translation and linguistics for **six years** before starting my career.

I meet the highest standard of **quality**, show professional concern for **accuracy** and deliver translations that are both **clear** and **pleasant to read**.

SKILLS

I specialize in the **legal, business, technical** and **scientific** fields.

I use **SDL Trados 2019** and other CAT tools.

I also offer **transcription, editing/proofreading, subtitling** and **transcreation** services. I also work along with a colleague and can offer **TEP** or handle **large volumes**.

Samples and references available on [my ProZ profile](#)



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EXPERIENCE

FREELANCE TRANSLATOR (SINCE 2015)

- **Legal/Finance:** Financial analyses, financial statements, banking procedures, audit reports, contracts, governmental documents
- **Business/Marketing:** Press releases, marketing leaflets and brochures, reports, analyses, menus, catalogs, websites
- **Technical/Scientific:** Technical specifications, technical data sheets, user manuals, patents, applications, e-learning materials
- Trusted by [Allegoria Capital](#), [Campbell Gray Hotels](#), [Louis Vuitton](#) and [Rotana Magazine](#)

IN-HOUSE TRANSLATOR, AZIZ TRANSLATION AGENCY (2015-2017)

- Developed **expertise at using specialist dictionaries and reference books** in search of the perfect equivalent
- Gained **experience in working closely with project managers** and editing target text based on the **client's preferences**
- Entrusted with translation and proofreading projects for **renowned clients** such as [Wellness SAL](#), [Mitsubishi Electric](#), [Byblos Bank](#), [Arabia Insurance](#) and [Save the Children](#)

LANGUAGE TEACHER, ORTHOCENTRE RIZK CENTER (2013-2015)

Developed pedagogical strategies and methodologies in order to:

- Train students to become **aware of syntax** they use
- Improve students' conscious **knowledge of grammar** and changing attitudes about modern language

EDUCATION

- **BA in Translation** - Lebanese University (2012-2015)
- **BA in Arabic Literature** - Lebanese University (2009-2012)