



SARAH HAMMURI

FREELANCE TRANSLATOR

PROFESSIONAL PROFILE

Since I started my career as a Communication Officer; I've gained great experience in copywriting and translating. This led me to follow my passion for translating back in 2011 to become the freelance translator/ subtitler that I am. I have provided, an accurate translation of Arabic - English, and English - Arabic documents and books, ranging from literary translations, like **biographies**, to **legal translations; academic translations, market research, retail, Pay Per Click, and media advertising translation and review**. Thanks to my expertise in financial, information technology, aviation, film industry, literary, legal, industrial, and commercial terminology, as well as being familiar with the Arab and the Anglo-sphere cultures due to my studies and travels as a cabin crew. Not to mention being on good terms with clients and respecting the deadlines; which led to having long-lasting relationships with them. I'm also familiar with using CAT tools, such as **Memsources** and **Trados SDL**.

And looking back at my experience in **subtitling**; I've been lucky enough to start my career with two of the biggest companies in the subtitling and dubbing industry in the Arab world ten years ago; Rosetta International and Tanweer. I've been **subtitling, editing, and QCing** a great number of documentaries, television series, sitcoms, educational videos, reality shows, and films for different channels over the years, including HBO, Netflix, and Disney +. I've been also using different subtitling programs for the projects I've worked on, from simple programs such as **Subtitle Edit** to more professional ones like **Poliscript**, As well as Subtitling Platforms, such as **Oona** and **Atlas** Platforms.

WORK EXPERIENCE

Localization/ Review at Locaria

Jan 2020 - Ongoing

Market research, retail, Pay Per Click (PPC), websites, and media advertising localization and review

Subtitler at Saga Translations

Jan 2019 - Ongoing

Subtitling raw footage, interviews, and documentaries.

CONTACT



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Amman, Jordan

SKILLS

- English proficiency
- Knowledge of CAT Tools (Memsource, SDL Trados)
- Knowledge of Subtitling Software and Platforms (Subtitle Edit, Poliscript, Ooona, Atlas)
- Research Skills
- Time management and deadline orientation
- Effective communication
- Creativity
- Multilingual

LANGUAGE

- Arabic: Mother Tongue Language
- English: Written: Outstanding Spoken: Fluent
- Italian: Written: Excellent Spoken: Excellent
- Chinese: Written: Average Spoken: Average
- Greek: Written: Average Spoken: Average

EDUCATION

Bachelor's Degree

Jordan University

Languages (Italian, English)

Amman 2009

QC Operator at TVT Media

2018 - Ongoing

Quality checking TV show and movie subtitles & dubs for errors in content / formatting / synchronisation / presentation / translation etc.

Localisation Translator/ Reviewer at Morse Global

2018 - Ongoing

Translating and reviewing market research surveys.

Project Manager at Collot Baca Localization

Dec 2021 - Feb 2022

- Reception of projects directly from the client or the Production Director once the rates and terms have been negotiated by the Director of CBL.
- Reception of files in a timely manner and in the way they were agreed. Ensuring that the received files are in optimal condition so they can be worked on.
- Assigning projects.
- Assisting the Resources with technical issues and clarifying queries.
- Continually recruiting and selecting new highly trained Resources.
- Training Resources on technical issues concerning the software or keeping them updated on new localization guidelines.
- Motivating the team morally and intellectually to encourage them to work in an optimal manner.
- Doing a spot QC to the files once the Resource has delivered them as finished and sending them back for correction if necessary.
- Sending the files to the client on time.
- Keeping proper and timely control of the projects and files in the General Projects Table.
- Keeping weekly stats for minutes and words produced.
- Receiving training to develop their abilities, both personal and professional.

Project Translator at Alef Education

Aug 2021 - Oct 2021

Presentations, proposals, official and academic documents translation.

Subtitler at Rev

2018 - 2020

Subtitling educational videos, documentaries, music videos, and series.

Subtitler at Vice on HBO

Jan 2018 - Apr 2020

Subtitling raw footage, interviews, and documentaries.

Translator at Certified UK

Nov 2016 - Jan 2020

Legal translation/Financial translation/ Commercial translation.

TRAINING EXPERIENCE

- **August 2009: Maharat Pioneers: HR Course (145 hrs)**

Employment and Training Program for Recent Graduates

funded by USAID.

- **December 2009: ICDL Course.**

- **May 2010: Business Writing & Business Etiquette**

at the Royal Film Commission- (RFC).

- **November 2011: Translating and Subtitling Course**

at Rosetta International.

- **February 2012: PMP (Project Management Professional) 40**

Hours

- **May 2013: First Aid Course** at Royal Jordanian.

- **May 2013: Safety & Security Course** at Royal Jordanian.

- **January 2018: QC Operation** at TVT Media

- **December 2021: Project Management** at Collot Baca

Localization

- **September 2022: Pay Per Click Localization** at Locaria

Cabin Crew at Royal Jordanian Airlines

Apr 2013- Apr 2018

- Attending pre-flight meetings to understand each Flight Attendant's duty and position during the flight
- Greeting passengers as they board and exit the plane and helping them settle into their seats
- Checking the cabin and cargo section before taking-off, enforcing safety and security regulations
- Demonstrating the safety procedures professionally
- Monitoring the cabin frequently throughout the flight
- Providing personalized assistance to passengers with special needs, such as people with disabilities, children, and the elderly
- Maintaining composure and assisting passengers during emergencies
- Adhere to established regulations and procedures
- Prepare accurate reports concerning any significant issues or happenings
- Completing all flights related paperwork e.g. (stock control, logging any faults or problems during the flight...etc.) and liaising with the ground staff.

Subtitler at Tanweer Studios

Jan 2013 - Jan 2014

Subtitling TV shows, Documentaries, reality shows, and Films.

Subtitler at Rosetta International

Nov 2011 - Jan 2013

Translation and Dubbing TV shows, Documentaries, reality shows, and Films.

Communication Officer at The Royal Film Commission

Jun 2010 - Apr 2013

- Write press releases; prepare speeches and PowerPoint presentations
- With the Communication Manager, update regularly the overall communication strategy of the RFC and its key public messages
- Act as spokesperson, when required to do so
- Establish, maintain and develop a strong working relationship with key international, regional, and local media
- Respond to media inquiries
- In charge of the content of publications (brochure, monthly newsletter, yearly report, etc.)
- Provide input to update the website
- Edit, proofread and translate texts as required
- Oversee the planning and preparation of public events
- Assist in the selection and programming of films for screenings
- Focal point for existing festivals organized in partnership with the RFC (Franco-Arab Film Festival, European Film Festival, etc.)
- Present films and moderate discussions at screenings
- Network and cooperate with relevant organizations and individuals
- Organizing, attending and representing the RFC at Busan International Film Festival & the Asian Film Market