
GHaida ALBEDAIWI

ARABIC - ENGLISH TRANSLATOR

PROFILE

A skilled, talented, and reliable translator with proven abilities to translate written documents and audio visual materials. Who also has an excellent understanding of the source language and the ability to rewrite it in the target language. Very comfortable in working with CAT tools and types very quick. A fast learner who can absorb new ideas, work under pressure to meet deadlines, and communicates clearly with colleagues and team members, with the ability to adapt to new environments.

EXPERIENCE

FREELANCE TRANSLATOR – 2017-PRESENT

commissions, course training

worked on: humanities, literary, news, law (contracts), IT, media subtitling.

Specializes in: news and tagline, law, business, economics, medicine (general).

ACADEMIC INTERN, PRINCESS NORA BINT ABDULRAHMAN UNIVERSITY – 01.2018 - 05.2018

Responsibilities:

Translate 18 article (400 - 900 word)

Edit 30 article (9k - 15k word)

Proofread and edit more than 2000 translation of 4 articles (400 - 900 word)

Supervisor's e-mail: nmeljaseer@pnu.edu.sa

HOME OFFICE, MORAVIA PARTNER – 06.2018 - PRESENT

Long-term cooperation, short tasks (IT)

Trans-creation of queries from English to Arabic.

EDUCATION

PRINCESS NORA BINT ABDULRAHMAN UNIVERSITY, RIYADH, SAUDI ARABIA, BACHELOR'S DEGREE IN ENGLISH LANGUAGE & TRANSLATION.

SKILLS

- Excellent verbal and written skills in both Arabic & English.
- Excellent comprehension of the source language.
- Very good computer and keyboarding skills.
- Translating.
- Proofreading.
- Project Managing.
- Subtitling.
- Transcribing.
- Working Under Pressure.
- Team player.

- Adaptive.
- Fast learner.
- Attention to details.
- Cultural knowledge.
- Mentoring.

SOFTWARE SKILLS

- Microsoft Office (Word, Excel, Powerpoint) 5/5
- Aegisub 5/5
- SDL Trados 5/5
- OmegaT 3/5
- CafeTran 3/5
- Microsoft Wordfast 5/5
- Antconc 4/5
- HandBrake 5/5
- Adobe Photoshop 5/5

CERTIFICATES

- Translation Project Management.
- Human Resources.
- Leadership skills.
- IT Basics (50h course).
- Japanese Language (30h A+).
- Multilingual Club member (2015/2017). twitter: @CLTmultilingual.
- Drama Club: assisting in the workshop and organizing plays.
- Volunteer: College of Social Service (18 hour).
- Volunteer: Children Summer Camp (6h).

OTHER LANGUAGES

Japanese: conversational level with N5 and N4 kanji reading and writing.
Dutch: Basics.