

# Kawther M. A. AbuGhali

Experienced Freelance Translator, Editor, Proofreader, Subtitler, Data Entry Clerk and Transcriber

"Quality Work is Never an Accident" All I want is to hunt customers in a way that they do not even think of attracting others.



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## WORK EXPERIENCE

### Arabic-English Translator

Al- Aqsa Translation Services L.C.C (Br)/ Lentrax Translation Services./Assign Project International

04/2019 – 06/2019

Gaza, Palestine

Achievements/Tasks

- Proofread, edit, and revise translated materials.
- Read written materials such as legal documents, scientific works, or news reports
- Rewrite material into specified languages

### Assistant in English Department

Al- Aqsa University

09/2019 – Present

Gaza, Palestine

Achievements/Tasks

- Organize the office and assist associates to optimize processes
- Sort and distribute communications in a timely manner
- Use "back-office" computer systems (ERP software)

### Online Freelance Translator

Online

12/2019 – Present

Achievements/Tasks

- Check original texts or confer with authors to ensure that translations retain the content.
- Translate messages simultaneously or consecutively into specified languages
- Follow up with clients to ensure understanding and satisfaction.

## EDUCATION

### B.A. in English Literature

Al-Aqsa University

09/2014 – Present

Gaza, Palestine

Courses

- Grammar Course
- Advanced Translation Course
- Poetry Course
- Phonology Course
- Linguistics Course
- Semantics Course

## SKILLS

Translation

Editing

Proofreading

Transcription

Formating

Content Writing

Revision

Data Entry

Copy Writing

## CERTIFICATES

How to develop Strategic Plans (02/2017 – 03/2017)

Childhood & Palestinian Family Services Charity

"Training of Trainers" TOT Course (04/2017 – 05/2017)

Childhood & Palestinian Family Services Charity

IELTS Prepration Course (07/2018 – 08/2018)

Al-Raed Educational Center For Training and Development

Advanced Photography Course (11/2018 – 12/2018)

Sadeel Media for Media Production Company

Basics of English Conversation (01/2019 – 02/2019)

Al-Raed Educational Center For Training and Development

How to become a Professional Interpreter (05/2019 – 06/2019)

Al-Raed Educational Center For Training and Development

Freelance Translation Course (12/2019 – Present)

Freelance Translation Academy

## LANGUAGES

Arabic



English



## CAT TOOLS

Kilgray MemoQ 2019 R2

SDL Trados Studio 2019 SR2

WordFast Pro