

SARA ALBADI

SKILLS

Well-developed translation skills,
editing & proofreading,
proficient with Microsoft Office tools,
& research skills

EXPERIENCE

Freelance Translator | April 2019 - Present

Translate English <> Arabic, circulars, handle communication, interpretation, subtitling and subtitle evaluation
Dealt with different topics: Political, cultural, legal, academic, etc.

Intern | Prime Minister's Office - Dubai | Dec 2019 – March 2020

Organizing files, editing content and translation.

Translation Intern | Ministry of Foreign Affairs & International Cooperation – Abu Dhabi | Sep 2018 – Nov 2018

Translation of administrative documents, such as, contracts, correspondence, MOUs and Memoranda.

EDUCATION

BA in Translation Studies | December 2018 | UAEU

GPA 3.23, minor in Political Science.

Korean Language & Culture | January 2019 | Seoul National University

3 Week Language & Culture Program

Korean Intensive Program | December 2016 | Hankuk University of Foreign Studies

An exchange program where I studied Korean language & culture for 3 months intensively.

Highschool Degree | 2013 | Aldhafra Private School

British Curriculum focused on science subjects.

OBJECTIVE

Language enthusiast, who is passionate about cultures and their way of using languages. adept at capturing subtleties and underlying meaning of texts

Handles communication at Liluchi Cosmetics and circular translation at RSA.



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VOLUNTEER EXPERIENCE OR LEADERSHIP

2019 Research Assistant: related to Translation Studies

2018 World Global Summit Volunteer- Translation Team: Quality Control

Scotland Leadership Program July 2017 at Al-Maktoum College: Scottish culture & history, attended leadership & social skills workshops.