



Mirette Abd Al-Rahim Abd Al-Majeed

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Copywriter / Translator / Editor

15+ years of experience in delivering optimal results and business value in high growth environments

Experienced and creative professional with rich exposure to all aspects of writing and translation including expertise in developing effective translated documents. Rich expertise in writing articles on varied products, catalogues, brochures and manuals. Demonstrated skills in translating students text books from English to Arabic. Distinction of leading a newly formed team to peak performance. Fluent in Arabic, English, and French. Works well independently and as part of a team.

A motivated self-starter, able to quickly grasp issues and attend to detail while performing multiple tasks within fast-paced environments. Logical and analytical bent of mind with good understanding of writing and translating. Team player with outstanding communication and interpersonal skills. Highly successful in building relationships with key decision makers.

CORE COMPETENCIES

- Writing / Translation
 - Client Service
 - Communication
 - Training and Development
 - Cross Functional Coordination
 - Computerization
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PROFESSIONAL WORK EXPERIENCE

- **Senior PR Account Manager: Agency Triple Two**
Doha, Qatar, April 2016 – April 2019
 - Copywriting and translation: Qatar Rail website content in Arabic and English (www.qr.com.qa), social media content development in Arabic and English, drafting internal announcements in Arabic and English, drafting the questions and answers for press and TV interview with senior management, drafting content for internal newsletter (English only), drafting speeches for senior management in English and Arabic, drafting press releases in English and Arabic, drafting content for presentations.
 - Media relations: manage media relations and maximize media opportunities
 - Translation: From English to Arabic and vice versa.
 - Subtitling: Producing subtitles for all corporate videos in English and Arabic.
 - Media monitoring: Scan press and social media platforms for any mentions.
 - Copywriting and translation for other accounts such as Al Jazeera Media Network, Musheireb Sudan, Qatar Airways, Qatari Diar, National Health Strategy, and QDSBG.
- **Senior Arabic Copywriter – Forbes & Associates**
Doha, Qatar, May 2015 – March 2016
 - Launching the website of Qatar's National Health Strategy (NHS) www.nhsq.info, partner to the Supreme Council of Health (SCH), updating the homepage with latest health news and project updates using Fuego Content Management System, developing web content, monitoring website traffic, and setting KPIs to improve performance.
 - Developing weekly social media posts on SCH social media platforms, Facebook & Twitter, for the NHS using the hashtag #NHSQ.
Translation and copywriting for a variety of clients in Qatar including, Commercial Bank Qatar, Qatar Business Incubation Center, Communication Regulatory Authority, Jaidah Group, and Doha Jewellery and Watches Exhibition.

- **Senior Arabic Copywriter – Grayling
Doha, Qatar, August 2013 – April 2015**
 - Handling Arabic translation for QF website www.qf.org.qa. – Uploading content on the website using Fuego Content Management System - Responsible for evaluating partnership and sponsorship proposals received by QF - Drafting and translating social media posts and press releases for QF and other Grayling clients such as the British Council, Aspire4Sport, Qatar Financial Center, Volkswagen, Katara, The American Chamber of Commerce in Qatar, and Hamad International Airport.
- **Translator/Media Monitor (QC level) – Open Source Center
Doha, Qatar, March 2008 – March 2013**
 - Managed the translation of press articles and commentaries from Arab newspapers. Prepared program summaries of newscasts aired on Arab news networks.
 - Handled an array of activities including scanning newspapers and TV stations to look for political commentaries, analysis, and reactions to any political developments in the Middle East in order to meet the criteria of regional customer interest.
- **Translator – Wellness Unmasked Inc.,
USA, June 2011 – June 2012**
 - Translated a book titled The Emotion Code by Dr. Bradley Nelson from English to Arabic.
- **Executive Secretary/Translator - Radio Holland Egypt, Member of the Radio Holland Group,
Alexandria, December 2005 – March 2008**
 - Efficiently responded and answered to queries, handled correspondences, filing, minutes of meeting and research.
 - Acted as a Sales Coordinator and assisted the team with quotations and tenders.
 - Worked extensively as Central database Operator. Handled the central database of Radio Holland Egypt. Received service calls and prepared service reports keeping the central database records up to date.
- **Translator/Training Officer – Alexandria Fiber Company (AFCO) – Aditya Birla Group
Alexandria, August 2004 – April 2005**
 - Assumed the role of Training Officer and effectively imparted training on Arabic Language to the expatriates, English to the Egyptians.
 - Facilitated of all sorts of activities in coordination with a training plan set by corporate HR.
- **Translator - Translation Office (Credited)
Alexandria, September 2005 – January 2008**
 - Accountable for translating research papers in all fields including medical, legal, and technical.
- **Translator – Global Investment House,
Kuwait, January 2006 – September 2007**
 - Accountable for translating economic research papers.
- **Translator/Executive Secretary - International Group for Legal Consultation (IGLC)
Alexandria, January 2004 – January 2006**
 - Successfully translated the International Group for Legal Consultancy's website to English and variety of legally specialized computerized programs for banks and petroleum companies.
- **Translator - Arab Academy for Science and Technology
Alexandria, March 2005 – July 2005**

Translated students text books who were preparing for their post-graduation in Marine Engineering from English to Arabic. (Book title: Use of Tugs in Ports, translated and researched doctoral papers and books).
- **English literature tutor, Alexandria, Feb 2005 – Mar 2008**

- **Copywriter – International Group for Modern Coatings (Mido)**
Alexandria, July 2003 – December 2003
 - Judiciously wrote and translated products catalogues, brochures, and manuals.
- **Translator - ART (Arab Radio and TV)**
- **Cairo, Apr 2003 – Jul 2004**
 - Responsible for translating documentaries, movies and religious shows from English to Arabic. (subtitling)
- **Translator - Anis Ebeid Labs**
Cairo, March 2002 – March 2003
 - Responsible for translating documentaries and movies from English to Arabic. (Subtitling)

ACADEMIC CREDENTIALS

- Professional Diploma of Business Administration the AUC (American University in Cairo), 2006 - 2007
- Graduate from Faculty of Arts, English Department, Literature Section, Alexandria University, 2005
- Simultaneous Interpretation Diploma from the American University in Cairo, 2004

PERSONAL INFORMATION

- Languages Known: Arabic, English and French.
 - Date of Birth: 13th May 1984
 - Gender: Female
 - Nationality: Egyptian
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