

Professional Summary

Compassionate Linguist with aptitude for bringing in-depth knowledge of language, cultural context, and idiosyncrasies. Proven ability to develop and implement localization management goals. Highly motivated and positive individual with great organizational and communication skills, along with superb problem solving and conflict resolution capabilities. Results-oriented with a strong work ethic and a commitment to delivering quality work. Well-travelled and multilingual.

Skills

- Translation & Interpretation
- Transcreation
- Transcription
- Project planning and development
- Grammar understanding
- Document review
- Proofreading skills
- Works well under pressure
- Strong collaborator
- Detail oriented
- Sound judgment
- Highly dependable
- Critical thinking
- Fast learner
- Proficient with Microsoft Word, Excel, and Powerpoint
- Outstanding social skills
- Excellent organizational skills
- Excellent team player and community builder
- Experience with diverse populations/Cultural expertise
- Conflict resolution
- Logistics
- Qualitative research
- Professional ethics
- Travel coordinator
- Multilingual
- Verbal and written communication skills
- Social media

Languages

- Arabic (Native Proficiency)
- Polish (Native Proficiency)
- English (Full Professional Proficiency)

Work History

Localization Account Manager

09/2018 to 04/2019

Mother Tongue Writers – Los Angeles, CA

- Managed the planning and execution of translation projects, and set expectations with translation requesters
- Screened texts for complexities and duplicated copy to provide accurate word count
- Analyzed source text, terminology, tone and style of content in general
- Provided cost estimates and created quotes
- Collaborated with finance department to ensure invoicing accuracy for all applicable services
- Tracked all hours and expenses to keep project on task and within budgetary parameters
- Selected appropriate translators and handled their queries effectively
- Kept projects on schedule by managing deadlines and adjusting workflows as needed
- Supervised multiple projects from project start through delivery by prioritizing needs and delegating assignments
- Quality checked the target document and corrected grammatical and spelling errors before returning to the client
- Researched content and grammatical issues to check accuracy of information

- Proofread, edited, and evaluated final copy to verify content aligned with established guidelines
- Offered feedback on quality of Arabic translations and subtitles
- Supervised post-production process, including editing and correcting Arabic text in layout
- Provided cultural input to help translators identify text ambiguity
- Assisted with document troubleshooting, including corrupt documents and files
- Built strong relationships with customers through positive attitude and attentive response
- Identified areas of deficiency and took necessary action for correction
- Demonstrated flexibility working with internal team members to remedy any issues and preemptively coming with solutions
- Familiar with Plunet Translation Management System, Smartling Translation Management System, XTM Cloud Cat Tool, and Airtable

ESL Specialist

08/2017 to 05/2018

California State University Long Beach – Long Beach, CA

- Attended workshops to learn about student motivation and engaging learning activities
- Emphasized critical thinking through a number of activities
- Conducted one-on-one tutoring sessions for new students
- Assessed students' needs through one-on-one consultations
- Monitored students' progress throughout the tutoring session
- Used a variety of assessment tools and strategies to improve instruction methods
- Assigned lessons and corrected homework
- Provided one-on-one ESL instruction in the basics of English grammar, writing, and conversational speaking
- Attended meetings, trainings, and conferences as required

Graduate Assistant/Office Assistant

10/2013 to 10/2014

Omar Al-Mukhtar University-Libya

- Planned and coordinated logistics and materials for board meetings, committee meetings and staff events
- Ordered and distributed office supplies while adhering to a fixed office budget
- Managed office supplies, vendors, organization and upkeep
- Greeted numerous visitors, and assisted in hosting visiting scholars and dignitaries
- Attended case conference, supervision, departmental, and outside meetings and trainings as requested
- Coordinated communication between staff, students, and school administration to create an effective and culturally-sensitive working/learning environment
- Pointed students to relevant information about academic and personal support services available at the college
- Graded tests and papers, and recorded grades for teaching staff
- Advised students on academic plan and course selection
- Instructed small groups of students in basic linguistic concepts and introductory phonology
- Instructed small groups of students in the basics of English grammar and conversational speaking

Education

Master of Arts: Linguistics (Language & Culture)

California State University - Long Beach, CA

- Coursework included: Bilingualism, Corpus Linguistics, Discourse & Grammar, Ethnography of Communication, Language Acquisition, Language & Culture, Linguistic Field Methods, Seminar in Phonetics & Phonology, Psycholinguistics, Qualitative Research Methods, Sociolinguistics, and Syntax
- Worked on describing and documenting Uyghur (an understudied Turkic language spoken in Western China)
- Transcribed video/audio recordings and converted them into text
- Translated transcribed video/audio recordings into English

Bachelor of Arts & Science: English

2011

Omar Al-Mukhtar University - Derna, Jabal al Akhdar

High School Diploma: English & Linguistics
Al Manara School of Languages - Derna

High School Diploma
Polish Consular School of Derna - Derna

Certifications

CRLA-International Tutor Training Program Certification

Affiliations

- Libyan-North American Scholarship Program (2014)
- Volunteer Interpreter at Spring International Language Center-Denver, Colorado (2014-2015)
- Volunteer Interpreter for Human Rights First (May 2018-Present)
- Member of CSULB Linguistics Student Association (2015-2018)
- Member of Golden Key International Honor Society (2016)
- Member of Phi Kappa Phi National Honor Society (2017)
- Member of CSULB Alumni Association (2018)