

Hala Abdel GHAFOR
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Freelance translator; Native language: Arabic; language pairs: Arabic < > English

EDUCATION:

- 2008- 2013: MA in English language – American University of Beirut: A cultural linguistics approach to the content analysis of English reading textbooks taught to third, fourth, and fifth grade learners at a Lebanese private school.
- 2005-2008: BA: English language and literature- Arab Open University (AOU).
- 1994-1998: BA: Theater Studies: Acting and Directing – Lebanese University
- 1988-1991: BA: Public Administration – American University of Beirut (AUB)
- 1988: Lebanese Baccalaureate. II - KBWH College

SKILLS and PERSONAL TRAITS:

Languages: Excellent command of English and Arabic (speaking, reading, writing)

Computer skills: Excellent command of Word, Excel and PowerPoint; knowledge in CAT tools

Personal traits: Honest, committed, punctual, organized, and creative

RELEVANT EXPERIENCE:

1992 - Current: Freelance translator

- Translation of books for Universal Publishers
 - Sustainable Housing in Saudi Arabia: challenges and opportunities (English to Arabic)
 - Shaping Neighbourhoods: for local health and global sustainability (English to Arabic, in progress)
- Translation of test items and learning outcomes for an educational research center
- Translation of Anti-money laundering (AML) modules for online training (English to Arabic)
- Translation of Tenders for the state of Kuwait (Arabic to English)
- Miscellaneous projects: academic papers (economy and education fields) (English to Arabic)
- Translation of thirteen health-related booklets for a publishing house (English to Arabic)

2008-2009: Translator and editor at Middle East Realinvestmag (investment magazine)

- Transcription/translation of recorded interviews to advertorials (English < > Arabic)

- Editing the magazine's English and Arabic issues for publication.

1992 – Mar 2008: Operations Officer -Compliance Officer / Head office-Bank

- Writing/ editing of bank's correspondence with foreign banks.
- Writing and editing of bank's AML policies.