

[Full Name]

Certified Translator & Linguist

Highly skilled and certified translator with over 7 years of professional experience in providing accurate and culturally-sensitive translations. Proficient in English, Arabic, and French with a strong specialization in legal and technical documents. Adept at using Computer-Assisted Translation (CAT) tools to ensure efficiency and consistency. Committed to delivering high-quality linguistic services that meet client expectations and project deadlines.

Location

[City, State]

Phone

[Phone Number]

Email

[Email Address]

Website

[Website Address]

Experience

October 2021 – Present

Senior Translator (Freelance) | Self-Employed | [City, State]

- Translated over 500,000 words for various clients across different sectors, including law firms, tech companies, and non-profits.
- Specialised in translating legal contracts, technical manuals, and marketing content from English to Arabic and vice versa.
- Managed multiple translation projects simultaneously, consistently meeting tight deadlines while maintaining a high standard of accuracy.
- Utilized CAT tools such as SDL Trados Studio and MemoQ to improve translation efficiency and maintain glossaries.

November 2018 – September 2021

In-House Translator | Global Language Solutions | [City, State]

- Translated and proofread a wide range of documents, including business correspondence, financial reports, and academic papers.
- Collaborated with project managers to understand client requirements and ensure linguistic and cultural accuracy.
- Provided simultaneous and consecutive interpretation for corporate meetings and client presentations.

Education

[University/College Name] | [City, State]

June 2017 | Master of Arts in Translation and Interpreting

Honors: Graduated with First-Class Honors

Skills

- Languages:** English (Native/Fluent), Arabic (Native/Fluent), French (Proficient)
- CAT Tools:** SDL Trados Studio, MemoQ, Memsource
- Specialization:** Legal Translation, Technical Translation, Marketing Localization