

[FULL NAME]

Professional Translator & Linguist

[Street Address], [City, State, Zip Code] | [Phone Number] | [Email Address] | [LinkedIn Profile URL or Portfolio Link]

Detail-oriented and highly skilled professional translator with over 5 years of experience in providing accurate and culturally relevant translations. Specialized expertise in legal and technical documentation. Proficient in Computer-Assisted Translation (CAT) tools and adept at managing multiple projects while consistently meeting deadlines.

EXPERIENCE

2019 – Present

Freelance Translator | Self-Employed | Riyadh, SA

- Provided translation services for a diverse range of clients, specializing in legal, technical, and marketing materials from Arabic to English and vice versa.
- Consistently achieved 100% on-time delivery for all assigned projects, contributing to high client satisfaction and repeat business.

2017 – 2019

In-House Translator & Content Specialist | Global Solutions Inc. | Dubai, UAE

- Translated internal company documents, reports, and communications, ensuring seamless information flow between Arabic and English-speaking teams.
- Localized marketing campaigns and website content for the Middle Eastern market, resulting in a 15% increase in regional user engagement.

EDUCATION

May 2018

Bachelor of Arts in Translation Studies | American University of Sharjah | Sharjah, UAE

Relevant coursework: Legal Translation, Simultaneous Interpretation, Machine Translation

SKILLS

- **Languages:** Arabic (Native), English (Fluent), French (Intermediate)
- **Specializations:** Legal, Technical, Financial, and Marketing Translation
- **CAT Tools:** SDL Trados Studio, MemoQ, Wordfast
- **Soft Skills:** Attention to Detail, Time Management, Cross-cultural Communication

