
SASSIOUI SALMA

Translator

Personal summary

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

Areas of expertise

Proofreading
Terminology
Interpreting
Transcription
Reviewing

Personal details

Sassioui Salma
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sassiouisalma@gmail.com
DOB: 30/07/2001

Work experience

Protranslation Corp. - Ottawa Canada
TRANSLATOR January 2020 - Present

Working freelance for a translation agency providing a translation and interpretation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

Duties

- Researching legal & technical phraseology to ensure the correct translation is used. Liaising with clients to discuss any unclear points.
- Providing guidance & feedback & creating customer-specific style guides.
- Translation of documents/letters from a foreign language to English & vice versa.
- Reviewing and proofreading mother-tongue text.
- Conducting face-to-face interpreting.
- Telephone interpreting.
- Supporting the translation team with other projects when necessary.
- Excellent English speaking and writing skills.
- Retrieving articles from newspapers, magazines & the internet & translating them into English.

Personal skills

Detail oriented
Well organized
Friendly

Key skills and competencies

- Familiar with translation software tools.
- Able to fluently speak French, English and Arabic.
- Excellent communication and social skills.
- Able to work to tight deadlines.
- Highly skilled in Word, Excel and Microsoft Outlook.
- Able to work under pressure.
- Able to prioritize work.

Academic qualifications

Baccalaureate degree - *with highest honor* ***June 2019***
Scientific Schools high school - Maths Sciences A

Medical student ***September 2019 - Present***
Faculty of medicine and pharmacy of Rabat - General Medicine

Extracurricular activities

Junior Entrepreneur ***INJAZ Al-Maghrib***
Mars 2021 - Present

Blogger ***Wordpress***
December 2017 - Present

Active Member ***Rabat Medical Student Council***
January 2020 - January 2021
