

# AYAH A. M. ALHAMAYDA

Skillful Freelance Translator, Proofreader, Editor, Subtitler, Transcriber, Tutor, Teacher, Copywriter, Content Writer, and Data Entry Clerk

My services are limitless, your company will make use of these services to attract new customers and clients.



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## WORK EXPERIENCE

### Arabic<>English Translator

GlobalCitizens Translation, and PerMondo Initiative, Madrid (Spain), Qtrans Language Solutions.

12/2018 - Present

Gaza, Palestine

Achievements/Tasks

- Translating texts from English to Arabic and vice versa.
- Skillfull usage of CAT TOOLS.

### Content Writer & Copywriter

Self-employed

09/2012 - Present

Gaza, Palestine

Achievements/Tasks

- Time management, Decision-making
- Working with creative professionals to build marketing projects and campaigns

### Subtitler and Transcriber

So Speedy

06/2022 - Present

London, UK

Achievements/Tasks

- Adhering to all confidential guidelines and respecting sensitive information.

### Data Entry Clerk

Self-employed

01/2011 - Present

Gaza, Palestine

Achievements/Tasks

- Typing reports, letters, and other business documents.
- Issuing invoices and following up outstanding payments.

### Proofreader and Editor

CQ Fluancy

02/2022 - Present

Spain

culturally relevant translation for life sciences and health

Achievements/Tasks

- Ensure text meets tone and character count outlined by company policies.
- Make corrections and suggest edits to the document.

## EDUCATION

### B.Sc. in Medical Technology

Al-Aqsa University

09/2011 - 09/2016

Gaza, Palestine

## SKILLS

Translation Editing Proofreading Subtitling  
Transcription Formatting Revision Data Entry  
Copywriting Content Writing Summarizing Teaching  
Tutoring Paraphrasing Interpretation Voice Over  
Training Localization

## FIELDS OF EXPERTISE

General, Technical, Business, Media, Law, Politics, Medicine, Engineering, Economics, Religion, Education, IT, Accounting, Travel, and Tourism.

## CERTIFICATES

Freelance Translation Course (08/2021 - 09/2021)

Freelance Translation Academy

English Levels Course "12 levels" (08/2018 - 09/2018)

International Center for Language and Development, Khanyounis

Freelance Translation Course (05/2022 - 06/2022)

Daleel Center for Training and Development

## LANGUAGES

Arabic ●●●●●  
English ●●●●●  
French ●●○○○

## TOOLS

Microsoft Office Kilgray MemoQ Handbrake  
Subtitle Edit Format Factory MateCat Aegisub  
Canva Google Docs Audacity Matcat  
SDL Trados Studio Foxit Fantom PDF