

# CURRICULUM VITÆ

## DOUNIA FARHAT

### Profile

Legal translator **accredited by the Ministry of Justice in the United Arab Emirates for English, French and Arabic languages** with more than 15 years of experience in translation, proofreading and office management.

### Personal Details

Full Name	Dounia Farhat
Date of Birth	25/11/1987
Nationality	Lebanese
Marital Status	Single
E-mail Address	dounia_farhat@hotmail.com
Mobile	00971569924186
Current Address	United Arab Emirates

### Academic Qualifications

Bachelor Degree in Translation	Lebanese University - 2009
--------------------------------	----------------------------

### Professional Experience

<b>LinguistHouse Translation &amp; Linguistic Services</b>	<b>August 2019 – Present</b>
------------------------------------------------------------	------------------------------

#### **Operations Manager & Senior Legal Translator**

Translation Projects Management

Quality Assurance of documents translated by the translation team

Maintaining relationships with clients

<b>Creative Solutions Services &amp; Translations</b>	<b>August 2016 - Present</b>
-------------------------------------------------------	------------------------------

#### **Senior Legal Translator**

Translating, editing and proofreading general, medical, technical and legal documents (Eng.- Ar.-Fr.)

**Tarjama****April 2016 - Present****Senior Translator**

Translating, editing and proofreading general, financial and legal documents (Eng.- Ar.)

Documents translated include: Royal Decrees for the Kingdom of Saudi Arabia, Studies for consultancy firms in KSA (mainly McKinsey), Vision 2030 related documents...

**Freelance Legal Translator****February 2016 - Present**

Translating, editing and proofreading general, medical, technical and legal documents (Eng.- Ar.-Fr.)

Documents translated include: court cases, medical reports, websites, studies, brochures...

**Canadian Embassy in Abu Dhabi****September 2016****Consecutive Translator**

Interviews with immigration applicants

**National Crisis and Emergency Management Authority****May 2016****Consecutive Translator**

5-day training course presented by Mr. Nigel Kay, international expert in media and emergency planning in the UK

**LinguistHouse Translation & Linguistic Services****August 2009 – January 2016****Office Manager & Senior Legal Translator**

Translating, editing and proofreading general, medical, technical and legal documents (Eng.- Ar.-Fr.)

Translation Projects Manager

Office correspondence with clients (LPOs, invoices, quotations...)

Preparing the monthly financial reports

**LangSpire****July 2015 – December 2015**

Translation of legal and technical documents (Eng. - Ar.- Fr.)

**Haya Magazine****December 2012 – December 2015**

Translation of Articles and Interviews (Eng. - Ar.- Fr.)

<b>PMOI</b>	<b>July 2008 – July 2016</b>
Translation of legal documents (international judgments, legal opinions) (Eng. - Ar.)	
<b>People’s Mojahedin Organization of Iran</b>	<b>October 2013</b>
Translation of the book “The Untold Story of Ashraf” (Eng. – Ar.)	
<b>Lulua Publishing</b>	<b>May 2012 – November 2013</b>
Translation of food and health articles for Good Health Arabia Magazine (Eng. - Ar.)	
<b>Al Jarida Newspaper</b>	<b>February 2012 – July 2012</b>
Translation of press releases and articles (Eng. - Fr. - Ar.)	
<b>Abu Dhabi Educational Council</b>	<b>November 2009</b>
Consecutive Translation (Interview with the Vice Principals of the Schools in Abu Dhabi)	
<b>Abu Dhabi Authority for Culture &amp; Heritage</b>	<b>June 2009 - August 2009</b>
Translation of two books: Folk Stories from Southern Nigeria (Eng.-Ar.) Ancient Tales and Folklore of Japan (Eng.-Ar.)	
<b>E-bible Fellowship</b>	<b>September 2008 - November 2009</b>
Translation of religious website content (Eng.-Ar.)	
<b>Sleem Translation &amp; Services</b>	<b>April 2008 – November 2009</b>
Translation of economic, legal and general documents (Eng.- Ar.-Fr.)	
<b>Image Production House</b>	<b>December 2007 – November 2009</b>
Subtitling series and movies (Eng. - Ar., Fr. - Ar.)	
<b>TransNative</b>	<b>October 2008</b>
Translation of a booklet for the World Festival of Black Arts (Festival Mondial des Arts Nègres - FESMAN) (Fr. -Ar.)	

**HUMANA People to People**

**July 2007**

Translation of a booklet for Humana People to People (Eng. – Fr.)

**UNDP - United Nations Development Program**

**February 2007 - December 2007**

Volunteer Translator

**UNEP - United Nations Environment Program**

**February 2007**

Translation of a booklet for UNEP/SETAC Life Cycle Initiative (Eng. - Ar.)

**Personal Skills**

Communication and negotiation skills, ability to work under pressure, team leader, team player, ability to solve problems, research skills, internet surfing...

**Computer Skills**

MS-Word, MS-Excel, MS-PowerPoint..

**Cat Tools**

MemoQ, Trados, Memsource