Eman Fouad



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**Gender:** Female **Date of birth:** 14/12/1999

**Nationality:** Palestinian (Autonomous Palestinian Territories)

**EDUCATION**

**My scientiﬁc qualiﬁcations**

* Bachelor degree in English Language Teaching at Al-Aqsa University 2022
* Professional English Language Instructor Diploma 2021
* Secondary School 2018 at Bait Al-Maqdis School , Literary section

**EXPERIENCES**

**My Scientiﬁc Expertise**

**2021- Now Freelance Translator**

* Transcribing many projects from English to Arabic such as Sports, Marketing. IT and Medical
* Transcribing many projects
* Proofreading

**8/2022 Online Translation Course**

* Learn about subtitle utilities: Cat Tools, Subtitle Edit
* Learn about international translation sites.
* Knowing and evaluating companies.
* Determine the types of translation projects.
* How to communicate with companies and how to respond to them
* Learn about all payment methods available to companies.

**05/2022-07/2022 International Computer Driving License ICDL**

* Basic concepts of information technology (IT).
* Text Processing Software (Word).
* Excel software.
* Power Point.
* Access software.
* Information and communication (Internet & E-Mail).
* E-learning tools

**08/2021 - 10/2021 Training 2**

**02/2021 - 04/2021 Training 1**

* Preparation of many lessons
* Commitment to the planned plan
* Translating many words and lessons
* Commitment to the speciﬁed time

**2/2021 Translated ﬁrst project**

**2021 Academic Writing Course**

* Academic Writing Origins and Grammar
  + The art of writing long essays and editing various types of essays.
  + Organizational Training and Writing Editing

**2020-Advanced programme for English level**

**2020 English Conversation Course**

**SERVICES**

**Services**

Translation - Transcription - Copywriting - Editing- Proofreading - Subtitling -- Voice over and DTP

**FIELDS OF EXPERTISE**

**Type of Texts**

**General** (Sport, Fashion, food)

**Legal** (documents, Passport, ID, Certiﬁcate, Cases, contracts)

**Business /cryptocurrencies** (Bitcoin, E-wallets)

**Medical** (Reports, equipment, general health)

**Marketing Magazines Technical Administrative  
Education  
Travel Tourism  
Environment**

**COMPUTER SKILLS**

**Software**

* + Microsoft oﬃce: Word, PowerPoint and PDF.
  + Cat Tools : MemoQ (online platform) ,Trados
  + Window 7 , 10: Chrome, Firefox
  + Daily output: 3000-3500 words per day.

**LANGUAGES**

**-**

English: (Professional, Expert) Arabic: Native

**REFERENCES**

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Upon request