

Asmaa F. I. Zeineddin

Professional Freelance, Translator, Proofreader, Editor, Subtitler, transcriber, Copywriter, Content Writer, and Data Entry Clerk

My skills speak louder than words.



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WORK EXPERIENCE

Data Entry Clerk Self-employed

09/2001 - Present

Gaza, Palestine

Preparing and sorting documents for data entry

Subtitler and Transcriber Self-employed

01/2021 - Present

Gaza, Palestine

Transcribers listen to live proceedings or audio and video recordings to create written versions of them.

Tutor of English, Math, Arabic and Science Self-employed

09/2009 - Present

Gaza, Palestine

Explain the problem-solving method in an easy-to-understand way ...

Arabic<>English Translation Self-employed:

09/1997 - 09/2001

Gaza, Palestine

Proofread, edit, and revise translated materials.

Content Writer: Self-employed

09/1997 - 09/2001

Gaza, Palestine

Prepare well-structured drafts using Content Management Systems

EDUCATION

Diploma in Modern Secretary and Office Management

Interntional British Institute

01/2001 - 06/2002

Gaza, Palestine

Courses

- Secretary Course
- Office Management Course
- Communication Skills Course
- Statistics Principles Course

B.A. in English Literature

Ala-Azhar University of Gaza "AUG"

09/1997 - 08/2000

Gaza, Palestine

Courses

- Oral Communication Skills Course
- Introduction to English Literature Course
- English Grammar Course
- Linguistics Course

SKILLSTRAN

Translation Editing Proofreading Subtitling
Transcription Formatting Revision Data Entry
Copy writing Content writing Research
Summarizing Teaching Tutoring

FIELDS OF EXPERTISE

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

ACHIEVEMENTS

Achievement Name

LANGUAGES

Arabic ● ● ○ ○ ○
English ● ● ● ● ●

TOOLS

Kilgray MemoQ SDL Trados Studio Aegisub
WordFast Pro Memsource Microsoft Office
Subtitle Edit Format Factory Handbrake
Foxit Phantom PDF