

# dalia dhair

Qualified Freelance Translator,  
Proofreader, Editor, Subtitler,  
Transcriber, Tutor, Teacher,  
Copywriter, Content Writer, Voice-  
Over Artist, Localizer, and Data  
Entry Clerk

*Your clients' satisfaction will be my first priority.*



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## WORK EXPERIENCE

### Arabic<>English Translator

The Islamic University of Gaza "IUG" and Self-employed

10/2020 - Present

Gaza, Palestine

### Subtitler & Transcriber

Self-employed

01/2021 - Present

Gaza, Palestine

### Proofreader and Editor

Self-employed

05/2022 - Present

Gaza, Palestine

### Voice-Over Artist

Self-employed

05/2022 - Present

Gaza, Palestine

### Localizer

Self-employed

06/2022 - Present

Gaza, Palestine

### Data Entry Clerk

Self-employed

12/2021 - Present

Gaza, Palestine

### Resume and Cover Letter Writer

Self-employed

06/2022 - Present

Gaza, Palestine

## EDUCATION

### B.A. in Translation

The Islamic University of Gaza "IUG"

10/2020

Gaza, Palestine

Courses

- Translation Course
- Grammar Course
- Applied Linguistics Course
- Writing Course
- Listening and Speaking Course

## SKILLS

Subtitling translation Editing Proofreading

Formatting Transcription Revision

Data Entry Copywriting Content Writing

Research Summarizing Teaching Tutoring

Paraphrasing Resume Writing

Cover Letter Writing

Search Engine Optimization "SEO" Localization

## FIELDS OF EXPERTISE

General, Technical, Business, Media, Law, Politics,  
Medicine, Engineering, Economics, Education, IT

## CERTIFICATES

Freelance Translation Course (06/2022 - 07/2022)

Daleel Center for Training and Development

English language levels (09/2020 - 10/2020)

Amideast/Gaza

translation (10/2020 - 12/2024)

The Islamic University of Gaza "IUG"

## LANGUAGES

English  
Full Professional Proficiency

Arabic  
Native or Bilingual Proficiency

## TOOLS

Microsoft Office Kilgray MemoQ ; Handbrake

MateCat Subtitle Edit Aegisub

SDL Trados Format Factory Zoom

Google Meet Audacity KineMaster

Google Docs Google Drive Canva