

CV-Maysaa Nader.pdf

Cover letter-Maysaa Nader.pdf

Maysaa N. A. Salha

Skillful Freelance Translator, Proofreader, Editor, Subtitled, Transcriber, and Data Entry Clerk



I am dependable person who is great at time management and committed to the deadlines.

✉ maysaa.94.nader@gmail.com

📍 Al-Jalaa St., Gaza, Palestine

🌐 linkedin.com/in/maysaa-nader-4058a91a4

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📞 +970598090198

📅 26 November, 1994

📧 maysaa nader

📷 instagram.com/maysaanader

WORK EXPERIENCE

Online Freelance Translator Online

03/2020 – Present Gaza, Palestine

Achievements/Tasks

- Translate a variety of documents including literary, legal, research, technical, scientific, educational, and commercial materials
- Proofread translated texts for grammar, spelling and punctuation accuracy

Teacher of English

Asmaa Bent Abi Baker Primary School

09/2015 – 04/2016 Gaza, Palestine

Achievements/Tasks

- Preparing classroom and coursework materials, homework assignments, and handouts.
- Developing English lesson plans in line with the National Curriculum.

Arabic <=>English Translator

Self-employed

09/2012 – Present Gaza, Palestine

Achievements/Tasks

- Proofread, edit, and revise translated materials.
- Apply cultural knowledge to produce a meaningful translation of the original message

Tutor of English

Self-employed

09/2012 – Present Gaza, Palestine

Achievements/Tasks

- Helping pupils improve their listening, speaking, reading and writing skills via individual and group sessions
- Organize tutoring environment to promote productivity and learning.

EDUCATION

B.Ed. in Teaching English Language

The Islamic University of Gaza "IUG"

09/2012 – 05/2016 Gaza, Palestine

Courses

- Introduction of English Literature Course
- Teaching Methods Course
- Writing Course
- Translation Course
- Linguistics course
- Pronunciation Course

SKILLS

Translation	●	●	●	●	●
Editing	●	●	●	●	●
Proofreading	●	●	●	●	●
Revision	●	●	●	●	●
Transcription	●	●	●	●	●
Formatting	●	●	●	●	●
Copy writing	●	●	●	●	●
Data Entry	●	●	●	●	○
Content Writing	●	●	●	●	●
Subtitling	●	●	●	●	●

CERTIFICATES

Freelance Translation Course (03/2020 – Present)

AL-Raed Educational Center for Training & Development

LANGUAGES

Arabic	●	●	●	●	●
English	●	●	●	●	●

CAT TOOLS

Kilgray MemoQ 9.0.8 2019 R2

SDL Trados Studio 2019 SR2

WordFast Pro

Memsources

Maysaa N. A. Salha



June 1, 2020

Outstanding Freelance Translator

Dear Hiring Manager for Freelance Translator,

My passion for this field, combined with my respect for your company, make me eager to get on board, I am responding to your ad because I feel that I can offer your translation agency a valuable mix of enthusiasm and proficiency, also my professional background makes me confident that I am the employee you are seeking because I have all of the qualifications outlined in your job posting.

I am skillful in translation in many fields such as Legal, Political, Medical, Engineering, Financial, Education, IT, General, Technical, Business and have experience in the Egyptian dialect, Gulf dialect, and Levantine dialect Also, I have a professional background in using CAT tools, DIP Tools, and Microsoft Office-like Kilgray Memo 9.0.8 2019 R2, SDL Trados Studio 2019 SR2, WordFast Pro, and Memsource. Besides, my productivity is 2500 words per day and can commit the projects before the deadline. Moreover, my rates are competitive and negotiable. I can provide your agency with these services: Translation, Editing, Proofreading, Subtitling, Formatting, Revision, and Transcription.

I am very excited by this career opportunity and am interested in meeting with you to discuss further, I will contact your office next week to schedule a mutually convenient time to meet.

I am sure that you are very busy, so I greatly appreciate your time and attention.

Warm regards,
Maysaa N. A. Salha

Contact

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