

RAJAA A. HAMID

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Address: Birmingham, Alabama, USA

OBJECTIVE

Seeking a freelance job in English to Arabic translation, Arabic proofreading/copywriting.

IN-HOUSE WORK EXPERIENCE

July 2014 – Nov. 2015

[M.H. AlShaya Co.](#)

Kuwait

Copywriter

- Develop and produce highly effective, original and targeted communication and editorial copy in both English and Arabic.
- Write clear, persuasive, and original copy in Arabic
- Translate, proofread and check spelling and grammar of Arabic copy
- Amend, revise or redevelop content that meets the corporate or the brands' guidelines
- Write stories for the internal magazine

Sept. 2011 – June 2014

[Al-Ostoura Int'l Co.](#)

Kuwait

Translation Officer/Editor

- Translate articles into Arabic published in Al-Ostoura Magazine.
- Translate the Company's internal memos/policies/procedures/forms/ correspondence.
- Write product descriptions in English and Arabic for e-commerce, uploaded to the website www.alostoura.com.
- Write press releases about the Company's novelties and events.
- Adapt Facebook posts for marketing purposes.
- Translate legal contracts (English/Arabic).

April 2009 – Aug. 2011

[DELOITTE & TOUCHE](#)

Kuwait

Financial Translator

- Translate financial statements & annual reports for Audit Dept.
- Translate reports & manuals for Enterprise Risk Management Dept.
- Translate Tax letters.
- Summarize news articles related to the firm's major clients.

May 2007 – March 2009

[Al-Ostoura Int'l Co.](#)

Kuwait

Translator/Editor

- Translate miscellaneous articles, mostly in fashion.
- Assist in the formulation of the company's policies.
- Write and edit press releases about the company's novelties and events to be published in local newspapers and magazines.

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FREELANCE WORK EXPERIENCE

Aug.2015 - Present	<u>Science and Ink</u>	<u>Lebanon</u>
	Translate policies, correspondence, development strategies for Government entities in KSA	
Jan. 2015 - present	<u>ICON Language Services</u>	<u>Ireland</u>
	Handle linguistic validation of medical questionnaires	
Feb. 2011 - 2015	<u>MAPI Group</u>	<u>France</u>
	Handle linguistic validation of PRO instruments and in particular Health-Related Quality of Life (HRQoL).	
Jul. 2006 - Jun. 2007	<u>TANIA Establishment</u>	<u>Lebanon</u>
	Translate documentaries & cartoon series from English into Arabic.	
Feb. 2006 - May 2007	<u>SUPER M Productions</u>	<u>Lebanon</u>
	Subtitle cartoons and documentaries from English into Arabic.	
Jul. 2003 - May 2009	<u>KALAMON for Translation & Editing</u>	<u>Lebanon</u>
	Translate documentaries for dubbing from English /French into Arabic (History, Art, Philosophy, Biographies...).	

EDUCATIONAL BACKGROUND

2005-2006	Diplôme D'études Supérieures Spécialisées (DESS) in Translation Lebanese University, Faculty of Literature & Human Sciences
2003-2004	Bachelor of Arts in Translation - Translation Lebanese University, Faculty of Literature & Human Sciences
1999-2000	Baccalauréat II, Philosophy section Collège des Sœurs des Saints-Cœurs, Marjeyoun, Lebanon

ACHIEVEMENTS

Oct. 2014	Singlehandedly translated the website (www.academy.alshaya.com) from English to Arabic in one week.
May 2015 - July 2015	Singlehandedly translated the website (www.alshaya.com) from English to Arabic with minimal supervision
Nov. 2005 - May 2006	Editing/Researching/Proofreading, and Translating documents, studies and researches to finalize a book titled "The Birth of the Foundling" (ولادة اللقيط) by May S. Khansa, published by "Baheth", 2007. (http://www.worldcat.org/title/wiladat-al-laqit-al-irhab-al-sihyuni-al-amriki-wa-khiyanat-hukkam-al-arab/oclc/164342363)

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PERSONAL DATA

Date of Birth: August 17th, 1982
Nationality: Lebanese
Marital Status: Married

EXTRA-CURRICULAR SKILLS

Typing: 60 w/mn. (English - Arabic)
Computer Skills: MS Office (Word, Excel, PowerPoint), Art & Graphics: Adobe Photoshop (Basic), Desktop Publishing: Adobe InDesign(Basic), Internet...
Professional Performance: Hard-worker, well-organized, and able to work under pressure
Hobbies: Swimming, Music, and Driving

REFERENCES ARE AVAILABLE UPON REQUEST