

# REHAM A. D. ALSAFADI

Experienced Freelance Translator, Editor, Proofreader, Subtitler, Transcriber, and Data Entry Clerk

Do not worry, I am sure my skills will become an important part of your company.



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31 October, 1992 📅

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## WORK EXPERIENCE

### Online Freelance Translator Online

01/2020 – Present *Gaza, Palestine*

*Achievements/Tasks*

- Translate from English to Arabic and vice versa.
- Submit a job on time and pay attention to the smallest details.
- Consider the difference between cultures during translation, because the meaning must be conveyed in an acceptable manner in the receiving community.

### Arabic English Translator

Self-employed, Palestinian Center for Human Rights

09/2010 – Present *Gaza, Palestine*

*Achievements/Tasks*

- Refer to online translation tools for additional assistance with translation.
- Translate a variety of documents including literary, legal, research, technical, scientific, educational, and commercial materials.
- Organize my translation well to be simple and easy to read and understand.

### Tutor of English

Self-employed

03/2010 – Present *Gaza, Palestine*

*Achievements/Tasks*

- Prepare lessons, and assign and correct homework.
- Teach low achievers to learn the basics of English.
- Use various methods and techniques of teaching English.

## EDUCATION

### B.A. in English Literature

The Islamic University of Gaza " IUG"

09/2010 – 03/2015 *Gaza, Palestine*

*Courses*

- Writing Course
- Phonetics Course
- Drama Course
- Literary Criticism Course
- Linguistics Course
- Translation Course

## SKILLS

Translation Formatting Proofreading Transcription

Editing Revision Data Entry Subtitling

## CERTIFICATES

Online Freelance Translation Course (01/2020 – Present)

*Al-Raed Center for Training and Development*

English Conversation Course (07/2014 – 08/2014)

*Al-Salam Center*

English Language Levels Program "12 Levels" (11/2011 – 02/2012)

*Amideast Center of Gaza*

## LANGUAGES

English ● ● ● ● ●

Arabic ● ● ● ● ●

## CAT TOOLS

Kilgray MemoQ 9.0.8 2019 R2

SDL Trados Studio 2019 SR2

WordFast Pro