

# Doumouh El Hallak

## AREAS OF EXPERTISE

Translation  
Management  
Proofreading  
Subtitling  
Dubbing  
Terminology  
Copywriting

## PERSONAL SKILLS

Detail orientated  
Well organized  
Friendly

## Personal Summary

A multi-skilled, reliable and talented translator/copywriter with a proven ability to translate all types of documents in addition to subtitling and dubbing, from a source language to a target language. A quick learner who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds. Well mannered, articulate and fully aware of diversity and multicultural issues. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and boundaries.

Seeking for a challenging job that best matches my qualifications and ambitions that allows me to make the best of my interest, participation, and motivations to contribute effectively, efficiently towards the growth, progress, reputation and advancement of the organization where my potentials will be utilized and recognized.

Would like to work as a translator/copywriter for a successful and ambitious company that offers great opportunities for career development and progression.

## WORK EXPERIENCE

## PERSONAL DETAILS

Doumouh El Hallak  
Barja – Lebanon  
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DOB: 30/01/1994

Driving license: Yes, Lebanese  
Nationality: Lebanese

**Mindfield Digital** January 2018 – Present

Head of Arabic Copywriting/proofreading

Working as the lead Arabic copywriter/proofreader & translator. Providing insight to junior team members and proofreading their work. Multitasking between accounts while meeting tight deadlines set by key clients; in one of the leading digital agencies in the region.

## **Managed Accounts (KSA&Lebanon):**

- Jawwy TV
- Dawri Plus
- Diet Center
- L'Azurde
- Al Khorayef Group
- Arco
- etc

## **Achievements:**

- Helped the company in winning several major accounts through support with pitching.
- Attending several Client and Agency training workshops.

## **Duties:**

- Copywriting
- Translation of websites, mobile applications, forms, quotations, reports & pitches.
- Proofreading of all Arabic material before submission for approval to the client.
- Client servicing for several main client accounts.
- Community management / Account management for several social accounts.
- Creation of monthly and weekly reports in both Arabic and English.
- Creation of several customer service reports and templates to be used by other team members.
- Providing Arabic consultancy to all team members in terms of everything related to Arabic.
- Providing training and insight to the Arabic copywriting team.

## **Freelance Translator** 2015 - Present

Working as freelance translator translating documents, medical, economy... From English into French and vice versa, from Arabic into English and vice versa and from Arabic into French and vice versa.

## **Racti Art Production & Distribution** December 2015 – January 2018

### **TRANSLATOR & PROOFER**

Working as a translator and proofer for a subtitling and dubbing company, involved in converting subtitles from one language into another, ensuring that the finished work relays the intended meaning and message as clearly as possible. While making sure that the requested job is submitted on time; through solving any issues that may arise, proper management and follow-up.

## **Achievements:**

- Ajyal Youth Film Festival 2016 – Doha – Qatar (screening subtitles, translating and proofing movies).
- Netflix (translating and proofing movies, series, documentaries...)

## **Duties:**

- Translation of subtitles from a foreign language to English & vice versa.
- Reviewing and proofreading mother-tongue text.
- Revising junior translators' translations.
- Supporting the translation team with other projects when necessary.
- Searching for technical terms to make sure to relay the right meaning.
- Transcription.
- Subtitle cueing.

## **Tutor** 2014 till 2017

TEACHER

Working as private teacher for kids and adults, teaching them English and French languages.

## **Internship**

### **Ministry of National Defense** 2015

Translation of articles, notices and statements.

## **Duties:**

- Translating from French into Arabic and vice versa.
- Translating from English into Arabic and vice versa.
- Familiar with Army terms and expressions.
- Writing articles to the Army Magazine.

### **National News Agency** 2015

- Translating news, from and into French, English and Arabic.
- Familiar with Media and news terms and expressions.

## **Key skills and competences**

- Very strong language knowledge.
- Able to work effectively.

- Hard working.
- Excellent communication and social skills.
- Very strong knowledge in subtitling software.
- Able to speak fluently French and English.
- Able to work to tight deadlines.
- Highly skilled in Word, Excel, PowerPoint and Microsoft Outlook.
- Willing to travel and able to work under pressure.
- Team worker.
- Able to prioritize work.
- Able to multitask.

## **Skills**

- Sendible
- Rival IQ
- Brand24
- Hootsuite
- Sprout Social
- Adobe Photoshop
- Adobe Illustrator

## **Hobbies**

- Writing
- Reading
- Swimming
- Watching Movies and Series
- Traveling
- Dancing

## **Academic Qualifications**

- Bachelor Degree in Translation 2015  
**Islamic University of Lebanon** – Lebanon – Khaldeh
- Master Degree in Translation M1  
M2 - Thesis under preparation 2016 – 2017  
**Islamic University of Lebanon** – Lebanon – Khaldeh

**References** - Available upon request