



Hanine Jaafar

Certified English <> Arabic <> French Freelance Translator

I am a highly driven multilingual translator with a high-quality and renowned education. I always seize every opportunity to learn everything I can to improve my skills and challenge myself, which is how I developed a professional personality in a short time. I can work on advanced CAT Tools to translate any type of text in a very reasonable time. Translation is not only a job for me, it's a passion. So rest assured: working with me means quality comes first!

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EDUCATION

B.A. in Translation

Saint-Joseph University (USJ)

09/2018 - 06/2021

Beirut, Lebanon

Courses

- Legal Translation
- Medical Translation
- Litteral Translation
- Economic Translation
- Spanish-Arabic Translation
- Translation of UN Conferences Texts

Spanish Language Courses

USJ (levels A1- A2) and private course (level B1)

09/2018 - Present

WORK EXPERIENCE

Editor and Proofreader

Self-employed

05/2021 - Present

Beirut, Lebanon

Achievements/Tasks

- Ensure texts are free of all kinds of errors, clear and well structured with precision and patience.

Subtitler and Transcriptionist

Self-employed

06/2021 - Present

Beirut, Lebanon

Achievements/Tasks

- Edit videos, translate their content and upload them on YouTube.

Content writer and Copywriter

Self-employed

06/2021 - Present

Beirut, Lebanon

Achievements/Tasks

- Write SEO-friendly, plagiarism-free, and unique articles.

Tutor of Languages

Self-employed

09/2020 - Present

Beirut, Lebanon

Achievements/Tasks

- Teach French to English speakers online.
- Taught English as a foreign language online.
- Helped students at Stepping Stones Learning Center with Arabic, French, English and level A1 Spanish.

English-Arabic Translator

Self-employed, MK Translation Services

01/2021 - 05/2021

Beirut, Lebanon

Achievements/Tasks

- Translated a variety of texts including technical, literary and legal.

SKILLS

Translation

Editing

Proofreading

Subtitling

Transcribing

Revision

Copywriting

Content Writing

Research

Summarizing

Tutoring

Data Entry

CERTIFICATES

Translation Technologies Course (04/2021 - 06/2021)

Translators Union

Excel Course (11/2020 - 12/2020)

Macquarie University on Coursera

Translation Quality Management Course (11/2020 - 12/2020)

Tomsk State University on Coursera

Time Management Course (11/2020 - 11/2020)

University of California on Coursera

Revising Course (11/2020 - 11/2020)

University of Michigan on Coursera

English Speech Writing (06/2017 - 06/2017)

Lebanese American University (LAU)

SOCIAL ENGAGEMENT

Call Center Agent (06/2021 - Present)

Work at USJ with H.O.P.E to raise funds in order to offer scholarships and help students peruse their education.

Student Delegate (09/2018 - 06/2021)

Represented the students before the administration at USJ .

English Tutor Volunteer (05/2021 - 05/2021)

Taught English as a foreign language to orphans at Dar Al Aytam Al Islamiya

Model Youth Parliament (11/2018 - 11/2018)

Received an excellence certificate from USJ and FnF Lebanon and Syria .

LANGUAGES

Arabic

Native or Bilingual Proficiency

French

Full Professional Proficiency

English

Full Professional Proficiency

Spanish

Elementary Proficiency

TOOLS

Microsoft Office

Kilgray memoQ

Subtitle Edit

Foxit Phantom PDF

Microsoft Excel

Format Factory

Handbrake

SDL Trados Studio

SDL Passolo