

Hasan Youssef



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Lebanon

Lebanese Translator/Interpreter with strong language and cultural competency. A recent graduate of Google's Digital Marketing and E-Commerce, and Project Management certification programs, demonstrating an in-depth understanding of the latest digital marketing strategies and project management techniques. Over 4 years of experience in language interpretation and translation, with a track record of accurate and quick translation of over 500,000 words.

Work Experience

Administrative Assistant/Translator

COSV NGO (Beirut, Lebanon)

April 2020 to Present

- Translating Documents from Arabic to English.
- Interpreting from English to Arabic and vice versa when going on field visits.
- Checking if the documentation received is compliant and complete.
- Assisting in preparing covers.
- Filing on daily basis.
- Performing other job-related duties as assigned by the project manager.
- Emailing management.
- Corresponding with tenants and vendors via phone or email.
- Creating documents and leases for signature.
- Assisting in document management.
- Creating an excel sheet for the inventory to determine the shortage we have and request to restock it.
- Coordinate hotel reservation for accommodations and conferences as needed and follow up on payments and agreements.
- Assisting the accounting team in accounts payable and receivable and payroll processing.
- Processing Work orders and follow up with maintenance staff.
- Data entry and creation of spreadsheet reports where necessary.

Local Project Manager (Remote)

Flitto (Seoul, South Korea)

Nov 2022 to Present

- Manage projects of the language pair 'English to Arabic'.
- Corrected & Proof-read the work of other translators to make sure it meets the company's standards.
- Communicated with Flitto Product Owner (for updates & catch-up).

Game Translator (Remote)

Roboto Global (Warszawa, Poland)

Dec 2021 to Present

- Used MemoQ as the main CAT tool to provide accurate translation for 10 Valorant Esport projects.
- Reviewed final works to spot and correct errors in punctuation, grammar, and translation for 15+ documents.

Freelance Translator (Remote)

Translated. (UK)

Dec 2021 to Present

- Successfully translated more than 12 projects using SDL Trados and MemoQ.
- Translated the content of the game Kingdom Guard.
- Proofread and edited the translation of the team when needed.

Work Experience

Translator Intern (Remote)

Workforce Development Solutions (Chicago, Illinois)

Jun 2021 to Dec 2021

- Attended more than 10 training programs to enhance my professional knowledge and interpretation skills.
- Maintained message content, tone, and emotion as closely as possible.
- Completed 100 precise translations of official documents with correct words and phrasing to meet legal standards.
- Translated over 60,000 words from English to Arabic.

English-Arabic Translator

Al Awael Translation Services

Jan 2018 to Dec 2020

- Consulted specialized dictionaries, thesauruses, and reference books to identify closest equivalents for nuanced terminology, words and phrases.
- Applied cultural understanding to discern specific meanings beyond literally words.
- Translated over 300 documents from Arabic to English and vice versa.
- Reduced translation time by 50% by using CAT tools like SDL Trados.
- Edited and proofread over 200 documents of different sizes.
- Communicated with subject matter experts to establish a precise understanding of specialized concepts for 50+ projects.

Education

Arab Open University

Antelias, Lebanon

Bachelor of Arts in Language Interpretation And Translation, *first-class honours*.

Certification

Google Project Management Professional Certificate

https://www.credly.com/badges/56f98655-2dca-4d62-bfc6-3d07b9c93e68/linked_in_profile

Google Digital Marketing & E-commerce Professional Certificate

<https://www.coursera.org/account/accomplishments/professional-cert/EQFJL5SRC5D9>

Skills & Proficiencies

- Project planning and organization
- Budgeting and financial management
- Risk management and mitigation
- Resource allocation and scheduling
- Stakeholder management and communication
- Team leadership and supervision
- Conflict resolution and problem-solving
- Agile methodology knowledge
- Time management and prioritization
- Performance measurement and evaluation
- Presentation and reporting skills
- Vendor and partner management
- Change management and adaptability
- Technical knowledge and proficiency in project management tools (Asana, Trello, Jira, Basecamp, Monday.com, Airtable, Smartsheet, Microsoft Project, Slack, ProofHub, Redmine, ClickUp)
- Data analysis and reporting
- SEO
- Strategy development and execution
- Digital advertising and marketing campaigns
- Customer segmentation and targeting
- Social media marketing and management
- Content creation and management
- Digital marketing tools proficiency (Google Analytics, Hootsuite, Sprout Social, Mailchimp, Constant Contact, WordPress, Hubspot, Pardot, Google Ads, Canva, Adobe Premiere Pro)