

Zahraa Jaafar

Translator

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📍 Baalbek, Lebanon

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WORK EXPERIENCE

Copywriting Intern Global Commerce Media

01/2023 - 03/2023

USA

Digital Marketing Agency

Achievements/Tasks

- Created 20 pieces of content optimized for Internet search engine
- Researched 35 articles for statistics and data collection
- Managed WordPress content for 4 clients
- Communicated with the team via Slack application

Typist QA Solvers

10/2022 - 02/2023

India

Achievements/Tasks

- Utilized strong Arabic proficiency to accurately type 100 Arabic documents ensuring high-quality output.
- Achieved a fast and error-free typing speed of 40 words per minute.
- Researched 500+ terminology.
- Adapted to varying project requirements, including legal, technological, and general transcription.
- Entered Arabic data into the company's database and spreadsheets

Title/Position Workplace/Company

Translator The Bright Writing BW

08/2022 - Present

Remote

Achievements/Tasks

- Translated 30 academic texts from English into Arabic
- Followed-up with internal team members to ensure the translations met their needs
- Proofread 7 translation

EDUCATION

Translation and Interpretation Lebanese International University

10/2019 - 06/2022

3.52

SKILLS

Microsoft Office

SEO

Copywriting and copyediting

Communication

Research

WordPress

Content writing

Proofreading

Editing

Typing 40 WPM

VOLUNTEERING

Translator at CYA Korea (11/2019 - 12/2019)

Translated 5 Instagram posts for the online camp from English to Arabic

Noon Scientific

Translated 10 articles from English to Arabic.

LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

Spanish

Limited Working Proficiency

INTERESTS

Chess

Reading

Storytelling

Cinema

Learning Languages

Volunteering

Music