

Hawraa Akil

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PROFESSIONAL SUMMARY

Multilingual Translator and Data Specialist with 3+ years' expertise in technical, medical, and legal translations. Skilled in data management, localization, and SEO content creation, with a proven track record of enhancing client engagement and delivering precise results on time.

CORE COMPETENCIES

- Multilingual Translation and Localization (Arabic, English, and French)
- Data Management & Analysis
- Advanced MS Excel, MS Word, Google Sheets
- Transcription and Editing
- Project & Client Management

PROFESSIONAL EXPERIENCE

Social Media Campaign Specialist – UN Volunteer

United Nations Development Programme (UNDP Kenya) | Remote | November 2024 – December 2024

- Developed and executes social media campaigns to promote the Africa Centre of Competence for Digital and AI Skilling.
- Created infographics, fact cards, and educational content to raise awareness about digital transformation in Africa.
- Monitored engagement metrics and optimized campaign strategies to enhance visibility and impact.
- Collaborated with a team of 200 volunteers to share success stories and promote events related to AI and digital skills training.

Senior Translator & Content Specialist

Freelance – Remote | October 2021 – Present

- Delivered high-quality medical, technical, and financial translations, ensuring industry-standard accuracy.
- Localized content for international clients, increasing audience reach.
- Optimized SEO-driven content, boosting client visibility and engagement.
- Edited translations for linguistic accuracy and cultural relevance.

Lead Data Entry Specialist & Database Administrator

Freelance- Part time| March 2021 – April 2023

- Ensured accurate and efficient data entry across diverse client projects.
- Organized and maintained databases, optimizing data accessibility for clients.

- Supported transcription and data management projects with a focus on accuracy and confidentiality.

Private Tutor

Self-employed – Onsite| September 2019 – May 2021

- Developed customized lesson plans across multiple subjects, fostering student success through interactive teaching.
- Built strong rapport with students and parents, ensuring a supportive learning environment.

EDUCATION & CERTIFICATIONS

Bachelor's Degree in Translation Studies

American University for Culture and Education, 2024

- Specialized in Arabic, English, And French languages.

Certifications:

- Certified in EORE Essentials & Advanced, GICHHD (2024)
- CAT Tools & Medical Translation Workshops, Translators Union (2022)
- Translation & Arabization Competition Winner, AUCE (2021)

TOOLS & TECHNOLOGIES

- Translation Software: SDL Trados, MemoQ, Lokalise, Subtitle Edit, Aegisub, WordPress
- Data Entry Tools: MS Excel, Google Sheets, Airtable
- Design & Instructional Tools: PowerPoint, Google Classroom, Canva

LANGUAGES

- Arabic: Native
- English: Fluent
- French: Advanced
- Spanish: Basic