

Ghiwa Shaito

Translator and Interpreter

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Career Summary:

Detail-oriented English - Arabic and vice versa Translator and Interpreter offering 4 years and 6 months of experience. Demonstrated success in Translation settings providing range of document and text translation services. Versed in producing accurate documents for business, government and cultural application. Focused Translator and Interpreter with highly developed understanding of English and Arabic language and culture. Skilled in quickly and accurately translating written documents and audio recordings.

Core Competencies:

- Arabic to English translation
- Audio translation service
- Simultaneous and consecutive Interpretation Skills
- Teamwork and communication
- Stress management skills
- Ability to maintain the original tone and context in translated materials
- Experience in localizing content for different cultural contexts
- Editing and proofreading
- Excellent written and verbal communication skills

Work Experience:

Freelance Translator

July 2024 – Present

Jisr

- Translated the company's documents related to Human Resource Management Software.

Translator

Dec 2021 – Mar 2023

Smart Source UNHCR Project

- Daily claims translated from Arabic into English language, between 100 to 200 sentences ranging in size and type for refugees living in Lebanon.

Book Translator

May 2021

The Startup Kudos

- Translated and proofread a business book about 600 pages from English into Arabic Language.

Interpreter

Nov 2019

Freelance Artist

- Provided language translation in the time of revolution for a humanitarian project. Used the whispering interpretation technique while the client wanted to attend a meeting held in the Egg old cinema in Beirut at the time.
- Interpreted during social events ensuring clear and accurate communication. Managed real-time interpretation services with high levels of accuracy from English to Arabic and vice versa.

Translator, Transcriptionist

Oct 2018 – Oct 2019

Beit Tarjamah Office

- Reviewed and edited transcribed reports and corrected material for spelling, grammar and clarity.

- Referred to dictionaries, drug references and other medical resources to distinguish between homonyms and recognize inconsistencies and mistakes in medical terms.
- Listened to Arabic video dialogue and developed translation into target language to prepare subtitle scripts.

Translator

Nov 2019 -Dec 2019

Raad Translation Office

- Consulted specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases.
- Conferred with subject matter experts and other colleagues to establish precise understanding of specialized concepts.
- Replicated flow, style and overall meaning of original texts. Provided verbal summaries of non-English documents for immediate use.

Translator

Jan 2018 – Nov 2019

Sandrine Translation Office

- Applied cultural understanding to discern specific meanings beyond literal written words. Translated documents in English and Arabic.
- Communicated effectively with clients to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding.
- Reviewed final works to spot and correct errors in punctuation, grammar and translation.

Education:

Bachelor Degree in Translation and Interpretation

2015 – 2018

Lebanese International University LIU – Beirut

Certifications and Trainings:

- **Foundations of AI in Machine Translations**, *Alexa Translations*, 2023
- **Investigative Journalism**, *ILEAD LEBANON*, 2021
- **Influencer Interview: Oprah Winfrey**, *LinkedIn*, 2023

IT and Languages:

Computer skills: Microsoft Office (Word, Excel, PowerPoint, Google..), Reverso, Almaany, Glosbe, Proz.com

Languages: Fluent in English and Arabic French: Beginner Spanish: Beginner