

# Malek Sobh

BEIRUT, LEBANON

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## EDUCATION

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### **Khaldeh, Lebanon- Islamic University of Lebanon (IUL)**

**2008-2011** — Bachelor degree in Translation - Faculty of Letters & Human Sciences

### **Khaldeh, Lebanon- Islamic University of Lebanon (IUL)**

**2011-2012** — Master degree in Translation (M1) - Faculty of Letters & Human Sciences

## PROFESSIONAL EXPERIENCE

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### **Beirut, Lebanon – Image Production House**

**Apr 2016 till Present**

Freelance Translator (Subtitler) & Synchronizer

- Supporting the translation team with projects when necessary.
- Translating all kinds of video subtitles from English and French into Arabic.
- Synchronize subtitles to fit its right place and timecode.
- Liaising with clients to discuss any unclear points.
- Converting SRT files to PAC files.
- Updating and track the database.
- Ensuring the right meaning of the context.
- Make use of all available checklists and guidelines provided with clients.
- Assisting with day-to-day translations and tasks.
- Converting documents and articles from one language into another and ensure that the finalized converted articles relay the intended message as clearly as possible.
- Reviewing and proofreading native text items, and revise the work to achieve accuracy.
- Preparing glossaries for each series working on.
- Fully experienced with Polyscript program.
- Translating document scripts from a language into another.

### **Beirut, Lebanon – Tarjama**

**Jul 2023 till Present**

Freelance Translator (Subtitler) & Synchronizer

- Converting text documents into a PAC files from English language into Arabic.
- Discussing with teamwork the guidelines and the suitable structure for each client.
- Reviewing and proofreading mother -tongue text.
- Researching technical phraseology to ensure the correct translation is used.
- Collaborating with team members to meet project deadlines and ensure content quality.
- Subtitles synchronization.
- Experience with translation tools and Polyscript program.

**Beirut, Lebanon — Media Link International****Feb 2016 till Mar 2016**

Translator (Subtitler)

- Translate series and documentaries from the source language into the target one.
- Proofreading and editing documents.
- Experience with Subtitle Edit and Poliscript.
- Working with colleagues to submit the project at tight deadlines.

**Beirut, Lebanon — Wamda****Jul 2015 till Sep 2015**

Translator &amp; Arabic Editor

- Translate daily articles from source language to target language and publishing them over the company's website and editing the final Arabic version of the targeted text.
- Updating the translation glossaries with each job.
- Stay up-to-date with the e-commerce market and the MENA region innovations.
- Developing knowledge about entrepreneurship ecosystems across the Middle East and North Africa region.
- Providing guidance & feedback & creating customer -specific style guides.

**Beirut, Lebanon — Dar Aoun (Publishing House)****Apr 2014 till Aug 2015**

Literal Freelance Translator &amp; Editor

- Translating documents, stories and books from English and French into Arabic and vice versa.
- Editing the soft copy and making sure of the right meaning and translation.
- Discuss with clients with the specific-needed style.
- Proofread the hard copy before publishing it.

**Beirut, Lebanon — Dar Sobh (Publishing House)****Apr 2014 till Aug 2015**

Literal Freelance Translator &amp; Editor

- Translating documents, stories and books from English and French into Arabic and vice versa.
- Discuss with clients with the specific-needed style.
- Proofread the hard copy before publishing it.

**Beirut, Lebanon — An-Nahar Newspaper****Sep 2013 till Nov 2013**

General Translator (Training)

- Translating daily articles from a source into a target language.
- Discussing with the department the best ways to deliver the best meaning in the easiest way possible.
- Ensuring the target language conveys the same idea as the source one.
- Working on different topics (politics, agriculture, health...)
- Using the translation glossaries that fits each subject.

**Beirut, Lebanon — Media Watch Middle East****Nov 2013 till Dec 2013**

Technical Translator (Training)

- Translating technical articles from English into Arabic, ensuring to convey the right meaning.
- Using the right translation tools for research and choosing the right words.
- Proofreading and editing hard copies.
- Keeping up-to-date with the newest technologies in the market.
- Following up with proofreaders to ensure the exact translation.

**Beirut, Lebanon — Saiid Tabrizi Translation Office**

**Jul 2012 till Aug 2012**

Legal Translator

- Translating legal documents and certificates (Arabic, English and French)
- Preparing legal glossaries.
- Following up with the translator and making sure of the legal meaning.

*SKILLS*

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- Languages: Fluent in Arabic, French and English (Spanish: intermediate level).
- Computer skills: Microsoft Office (Word, Excel, Power point), Poliscript, Subtitle Edit.
- Soft skills: Strong interpersonal and communication skills, planning and organization skills and teamwork player.