

# Ghiwa Shaito

## Translator - Interpreter

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### Career Summary:

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Detail-oriented English - Arabic and vice versa Translator and Interpreter offering over 4 years 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:

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|--------------------------------|-----------------------------|
| • Arabic - English translation | • Tone Preservation         |
| • Audio translation            | • Content Localization      |
| • Simultaneous Interpretation  | • Editing and proofreading  |
| • consecutive Interpretation   | • Communication Proficiency |
| • Stress management            |                             |
| • Team Collaboration           |                             |

### Work Experience:

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<b>Front Desk Agent</b>	<b>Oct 2025 - Present</b>
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#### *Lancaster Tamar*

- Guest reception, check-in/check-out, reservations, customer service.
- Administrative support, phone handling, issue resolution, record management.

<b>Freelance Translator</b>	<b>July 2024 – Sep 2024</b>
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#### *Jisr, Saudi Arabia*

- Translated the Sales Playbook for the company's software about 13,000 words long.
- Translated the ATS system handbook for the company which was about 5,000 words long.

<b>Translator</b>	<b>Dec 2021 – Mar 2023</b>
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#### *Smart Source UNHCR Project*

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

<b>Book Translator</b>	<b>May 2021 – May 2021</b>
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#### *The Startup Kudos*

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

**Secretary (Internship)****April 2021 – May 2021****Daher Real Estate Office**

- I learned how to take full responsibility of the office I was in. I was able to organize and schedule needed work.

**Interpreter****Nov 2019 – Nov 2019****Freelance Artist**

- Provided humanitarian translation services during the revolution period, utilizing whispered interpretation techniques to support client participation in high-level meetings.
- Delivered real-time interpretation from English to Arabic and vice versa during social events, ensuring accurate and culturally appropriate communication under pressure.

**Translator, Transcriptionist****Oct 2018 – Oct 2019****Beit Tarjamah Office**

- Referred to dictionaries, drug references and other medical resources to distinguish between homonyms and recognize inconsistencies and mistakes in medical terms for a 300 page booklet.
- Listened to 5 Arabic audio dialogue and developed the 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 for more than a 100 document.

**Translator****Jan 2018 – Nov 2019****Sandrine Translation Office**

- Applied cultural understanding to discern specific meanings beyond literal written words. Translated over 30 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.

**Telemarketer (Internship)****July 2016 – Aug 2016****Elite Club**

- Learnt Sales and convincing techniques to let people buy something
- Learnt how to talk to prospective customers

**Education:**

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**Certifications and Trainings:**

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

**IT and Languages:**

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

Soft Skills: Communication, Problem Solving, Sales, Organization, Customer Service.

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