

Rima Halawi

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PROFILE

Highly skilled translator with expertise in Arabic, English, and French, with expertise in technical, marketing, and creative translations. Skilled in CAT tools, localization, post-editing, and copywriting. Experienced in delivering accurate, culturally adapted content for international organizations, ministries, and NGOs.

PROFESSIONAL EXPERIENCE

Surv Linguistics, Translator Feb 2024 – present

- Translating and localizing content from Arabic to English, while conveying the same meaning of source text.
- Assisting in building glossaries to ensure consistent translation across different documents.
- Collaborating with Senior Translators and Editors and leveraging their experience and guidance.
- Collaborated with the Ministry of Tourism, KSA, to translate and copywrite circulars and announcements in English for internal and external communication.
- Post-editing articles for L'Orient-Le Jour newspaper, ensuring accuracy and fluency in English translations.
- Utilizing Memsources to assign articles to team members and manage workflow efficiently.
- Enhancing machine translation quality by feeding published and corrected articles into the system.

Amazon, Freelance Ar/En Translator Mar 2024 – present

- Translated and annotated over 10,000 search queries from Arabic into English to support the development and refinement of Neural Machine Translation (NMT) models.
- Ensured translations met linguistic quality standards and aligned with customer preferences, improving multilingual search results across Amazon stores.
- Delivered high-quality translations under tight deadlines while maintaining the accuracy and meaning of source text.
- Collaborated with Amazon teams to test and validate machine translation outputs, enhancing overall NMT performance.

Surv Linguistics, Junior Translator/Proofreader Sep 2023 – Feb 2024

- Reviewed translated documents from English to Arabic and vice versa to ensure accuracy in grammar, punctuation, and spelling.
- Worked in various fields incl. financial, governmental, and banking texts.
- Collaborated with other team members, such as translators, editors, and project managers, to ensure the translation met all the requirements and style guides.
- Edited charts, Word, and PowerPoint documents when required.
- Assisted in building glossaries to ensure consistent translation across different documents in the project.
- Successfully managed multiple projects at the same time, consistently meeting challenging deadlines.

Saint Joseph University (USJ), Freelance Translator 2022 – 2024

- Worked on various projects in different fields.
- Converted interview audio recordings from Arabic/French into English, while ensuring translated content conveys original meaning and tone.
- Translated and localized summaries of Egyptian TV series using creative writing and adaptation to better suit English audiences.

RWS Group, Freelance EN/AR Translator (Marketing Field) 2022 – 2024

- Translated and localized a wide range of Google Products using CAT Tools.
- Post-edited machine-translated content, demonstrating a strong focus on quality and client satisfaction.

International Education Association (IEA), Translator 2019 – 2022

- Translated online courses into Arabic, and French.
- Transcribed audio material into multiple languages. Read given material and researched industry-specific terminology.
- Drafted a lexicon with the terminology used throughout all work.
- Ensured translated content conveyed original meaning and tone.
- Prepared subtitles for videos and online presentations.
- Proofread translated texts for grammar, spelling, punctuation, and syntax accuracy.

- Contributed to drafting and editing of social media posts and website content.

UNESCO Beirut, *Translation Intern*

Dec 2020 – Feb 2021

- Listened to Webinar recordings and contributed to drafting edited reports, news coverage, and press releases in English, then translated the end product into Arabic.
- Provided subtitles to videos and presentations.
- Collaborated effectively within a team environment.
- Ensured smooth flow and coordination among the team by actively listening, maintaining a positive attitude, and working for the good of the team as a whole.

EDUCATION

Saint Joseph University of Beirut,
Master's Degree in Conference Translation

Sep 2019 – Jun 2021

Saint Joseph University of Beirut, *Bachelor's Degree in Translation*

Sep 2016 – Jun 2019

CERTIFICATES

European Master's in Translation (EMT) Certificate

Saint Joseph University of Beirut 

Teaching Diploma in Modern Languages – Emphasis in Translation

Saint Joseph University of Beirut

LANGUAGES

Arabic — Native/Bilingual

Spanish — Basic

English — Native/Bilingual

Mandarin — Basic

French — Native/Bilingual

SKILLS

Good listening and communication | Team-work oriented
| Organization | Writing, Reading, Speaking | Microsoft
Office | Detail-oriented | Copywriting | post-editing |
Localization | Proofreading | Copy-editing

Cat Tools: SDL Trados, Memsource, Polyglot, Matecat,
Sistran

REFERENCES

Pr. Mary Yazbek, *Chair of Department,* Saint Joseph University
mary.yazbeck@usj.edu.lb

Pr. Claude Wehde Chalhoub, *Supervisor,* Saint Joseph University
claudewehe@usj.net.lb

ORGANIZATIONS

Alyarz Pet Club, *Volunteer*

Mar 2024 – present

African Association of Entrepreneurs, *Translation Volunteer*
Translation of multiple AAE articles from English to French

Oct 2022 – Dec 2022

Animal Lives Lebanon, *Volunteer Assistant*

2018 – 2021