

### **Personal Information**

Birthday 05/01/1993

Languages Arabic/ English

**Current Position** Bilingual Translator

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## Key Job Skills

#### Translation and Language Quality Assurance

- Excellent writing skills in both source and target languages.
- Wide knowledge of various Terminologies.
- Possession of Cultural Intelligence traits and skills.
- Specialist Knowledge in various fields.
- Computer and coding skills.
- Time Management.

#### Professional Skills

- The ability to manage time and deliver on deadlines.
- Excellent communication skills with project managers and clients.
- The Ability to carry out more than one project at the same time.
- Keeping pace with language developments and applied terminologies.
- Mastery of computer and typing skills.

#### Personal Skills

- Reading and Comprehension Skills.
- Attention to detail.
- ResearchComposition.
- Excellent command in native and second language.
- Extensive Cultural knowledge
- Management skills

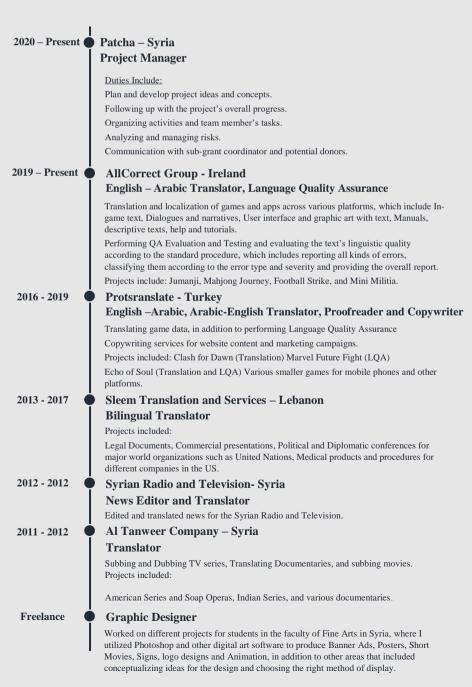
# Diana Haidar

#### **Profile** -

Bilingual Translator, possessing excellent communication skills. Works well independently and maintains a high level of productivity. More than eight years of experience in various translation areas that included Political, Medical, Legal, Economic and Social translation projects. This line of work, and the chance to work with multiple organizations at the same time, polished my multitasking skills, and the ability to give excellent products even when working under pressure and in a limited timeframe.

I was fortunate enough to work on various gaming projects, where I was in charge of Language Quality Assurance, submitting bugs and working alongside my team to ensure that users receive high quality gaming products after carrying out the translation and localization of the entire game.

## Work Experience and History \_\_\_\_\_



#### **Technical Skills**

#### Translation:

- Microsoft Office
- MateCat
- SDL Trados
- MemoQ
- Aegisub

Graphic Design

- Adobe Photoshop
- In Design
- Dreamweaver
- TV Paint

## **Hobbies and Interests**

- Psychology
- Philosophy
- Reading
- Art
- Table Tennis
- Computer Games

# Extra-Curricular Activities

SARC (Syrian Arab Red Crescent) (2014) Syria

Volunteer Work

Participated in many projects that involved working with children who suffered from traumas because of the Syrian war.

Attended courses provided by SARC such as:

- Introduction to First Aid
- Disaster and Crisis Management
- Logistics Management

Was a Member of the Evaluation Team.

## **Personal Branding Statement**

As a dedicated and passionate translator, I make sure to expand my horizons and familiarize myself with new specialized fields of translation, and I was able throughout the course of more than 8 years to master Legal, Political, Medical and Gaming translation fields.

My tremendous language skills and the ability to convey the intended meaning into the target language earned my company (Sleem Translation) a contract with the United Nations, as my translation was chosen among various sample translations from all around the Arab World.

Since I have joined Sleem Translation in 2013, we have worked on various translation projects regionally and internationally, such as big Medical Companies in the US, Cambridge Books, and UN Conferences.

I will always keep on striving for more knowledge and more interesting translation projects, as my passion for this line of work would never fade.

