



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.

Personal Information

Birthday

05/01/1993

Languages

Arabic/ English

Current Position

Bilingual Translator

Phone

0096949635562

Address

Damascus, Syria

Email Address

dianarhaidar92@gmail.com

Find me on:

LinkedIn: www.linkedin.com/in/dianarhaidar

Proz: www.proz.com/profile/2784214

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.
- Research
- Composition.
- Excellent command in native and second language.
- Extensive Cultural knowledge
- Management skills

Work Experience and History

2020 – Present

Patcha – Syria Project Manager

Duties Include:

- Plan and develop project ideas and concepts.
- Following up with the project's overall progress.
- Organizing activities and team member's tasks.
- Analyzing and managing risks.
- Communication with sub-grant coordinator and potential donors.

2019 – Present

AllCorrect Group - Ireland English – Arabic Translator, Language Quality Assurance

- Translation and localization of games and apps across various platforms, which include In-game text, Dialogues and narratives, User interface and graphic art with text, Manuals, descriptive texts, help and tutorials.
- Performing QA Evaluation and Testing and evaluating the text's linguistic quality according to the standard procedure, which includes reporting all kinds of errors, classifying them according to the error type and severity and providing the overall report.
- Projects include: Jumanji, Mahjong Journey, Football Strike, and Mini Militia.

2016 - 2019

Protsrnslate - Turkey English –Arabic, Arabic-English Translator, Proofreader and Copywriter

- Translating game data, in addition to performing Language Quality Assurance
- Copywriting services for website content and marketing campaigns.
- Projects included: Clash for Dawn (Translation) Marvel Future Fight (LQA)
- Echo of Soul (Translation and LQA) Various smaller games for mobile phones and other platforms.

2013 - 2017

Sleem Translation and Services – Lebanon Bilingual Translator

- Projects included:
- Legal Documents, Commercial presentations, Political and Diplomatic conferences for major world organizations such as United Nations, Medical products and procedures for different companies in the US.

2012 - 2012

Syrian Radio and Television- Syria News Editor and Translator

- Edited and translated news for the Syrian Radio and Television.

2011 - 2012

Al Tanweer Company – Syria Translator

- Subbing and Dubbing TV series, Translating Documentaries, and subbing movies.
- Projects included:

American Series and Soap Operas, Indian Series, and various documentaries.

Freelance

Graphic Designer

- Worked on different projects for students in the faculty of Fine Arts in Syria, where I utilized Photoshop and other digital art software to produce Banner Ads, Posters, Short Movies, Signs, logo designs and Animation, in addition to other areas that included conceptualizing ideas for the design and choosing the right method of display.

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.

Education and Accomplishments

Jun. 7. 2018	● University of California, Irvine (on Coursera) Introduction to Project Management Principles and Practices A 4-course specialization by University of California, which consisted of the following courses: <ul style="list-style-type: none">➢ Initiating and Planning Projects➢ Budgeting and Scheduling Projects➢ Managing Project Risks and Changes➢ Project Management Project
Jan. 11. 2018	● Google (on Coursera) Google IT Support Professional Certificate A 5-course specialization by University of California, which consisted of the following courses: <ul style="list-style-type: none">➢ Technical Support Fundamentals➢ The Bits and Bytes of Computer Networking➢ Operating Systems and You: Becoming a Power User➢ System Administration and IT Infrastructure Services➢ IT Security: Defense against the digital dark arts
Sep.20.2018	● National University of Singapore (on Coursera) Effective Communication in the Globalized Workplace A 5-course specialization by University of California, which consisted of the following courses: <ul style="list-style-type: none">➢ Establishing a Professional 'Self' through Effective Intercultural Communication➢ Strengthening Your Widening Network➢ Engaging in Persuasive and Credible Communication➢ Becoming Part of the Globalized Workplace➢ Effective Communication in the Globalized Workplace - The Capstone
Jun.7.2018	● Utrecht University (on Coursera) Human Rights for Open Societies
Dec.21.2018	● University of Toronto (on Coursera) Introduction to Psychology
2011	● Higher Institute of Translation and Interpretation (HITI) Damascus University - Syria Diplomatic and Political Translation Certificate
2014	● ILLAFTrain - Syria Syria Certificate in Body Language
2014	● Al Abjadya Center for Sciences - Syria Diploma in Business Administration (HR - Human Resources)
Current	● Damascus University English Literature
2016	● British Council - Lebanon Academic IELTS: Overall Band score: 7.5 / 9 Listening: 9.0 Reading: 7.5 Writing: 6.5 Speaking: 7.0