**Curriculum Vitae**

Mrs. Lama Sababa

English <> Arabic Translator

**Personal Information:**

* Full Name: Lama Mahmoud Sababa.
* Date of Birth: 07\03\1998.
* Address: Palestine-Gaza strip-Rafah-Midtown.
* Email: [tl.lamasababa98@gamil.com](mailto:tl.lamasababa98@gamil.com)
* WhatsApp No.: 00970594157588
* Skype: Lama Sababa
* Proz link: https://www.proz.com/profile/3562162

**Education:**

* BA degree in English Language Literature from Al- Quds Open University 2020 with an excellent GPA.
* Diploma in Education from Al- Quds Open University 2020 with a very good degree.
* Al-Kuwait Secondary School 2016-Humanitarian stream- with a degree of %97.1.

**Experiences:**

* Translation Course and Global Labor Market 2022.
* Recognition the definition of Translation and its types.
* Knowing the most important services that related to Translation.
* Dealing with Cat Tools and calculate Fuzzy Matches.
* Dealing with the big companies and contact them.
* Practical application of different types of texts.
* Entrepreneurship Course with Catholic Relief Services (CRS) 2022.
* Freelance Translator 2020-Now:
* Translating many projects from English to Arabic and Vs: General, Sports, Legal, Medical, Games, Magazine, Business, and literary texts.
* Translating many documents such as Sports, legal, and Marketing.
* Translating and research material on English and Arabic.
* Translating and writing newspaper articles and features stories.
* Editing, proofreading and management of special sections, Skilled at use of translation CAT tools.
* Transcribing videos and films by using Temi website.
* Copywriting work from English sources.
* Preparation and translation of dissertation and master's theses 2020-present.
* Working as a trainer at English language centers (2019-Now).
* Training 1(02\2019-05\2019) & 2(09\2019-12\2019) at Preparatory (B) School for Girls:
* Translating some lessons.
* Making PowerPoint lessons.
* Designing DTP papers.
* ICDL Course 2016:
* Dealing Microsoft office: Word, PowerPoint…PDF.
* Windows 7, 10 (Chrome – Firefox).
* TOT Course 2019 at Al-Salam Training Group 2017.
* 12 levels from Cambridge University 2018.
* First Aid Course 2017 from Gaza European Hospital:
* Identification and translation of disease names.
* Measuring blood pressure and blood glucose.
* Providing ambulance in cases of burns, wounds, and cuts.
* Superhuman Memory and Mind Maps Course 2015.

**Services:**

1. Translation 5. Subtitling
2. Transcription 6. Proofreading
3. DTP 7. Copywriting
4. Editing 8. Post-Editing

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| --- | --- |
| * Pharmaceutical and Medical (Reports, Equipment, General Health, Diseases) * Financial * Sports * Cosmetics * Computer Software/Hardware * Fashion * Electronics * Biology | * Cryptocurrencies (Bitcoin, E-wallets, Blockchain) * Technical & Electronics * Business & Commerce * Legal (Cases, Contract, Certificates) * Marketing & Advertisement * Literary (Novels, Kids Stories, Poetry) * Igaming |

**Subjects Areas:**

**Computer Skills:**

* Microsoft Office: Word, PowerPoint, Excel, PDF.
* CAT tools: MemoQ (Online platform) &Trados.
* Windows 7, 10 (Chrome – Firefox).
* **Daily Output:** 3000-3500 words per day.

**Languages:**

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| --- | --- | --- | --- | --- |
| Skills  Languages | Writing | Speaking | Reading | Listening |
| Arabic | 10 | 10 | 10 | 10 |
| English | 10 | 10 | 10 | 10 |

**Payment Methods:**

PayPal

Western Union

Bitcoin

Bank Transfer

**Some projects in Translation:**

* Translating clinical report/pharmacology/healthcare
* Translating Business Management files
* Translating Customer FAQ and Script Customer Video
* Translating press releases in the fields of economics and finance
* Translating Smartphone instructions
* Translating marketing documents
* Translating technical, electrical and automobile manuals
* Translating legal and contract files
* Translating literary works
* Translating video games
* Translating fashion and jewelry marketing files

**References:**

Upon Request.