



MAI MABHOUH

COMPETENT FREELANCE TRANSLATOR, PROOFREADER, EDITOR, SUBTITLER, TRANSCRIBER, TUTOR, TEACHER, COPYWRITER, CONTENT WRITER, AND DATA ENTRY CLERK

DEAR HIRING MANAGER,

I am thrilled to be applying for the opportunity to become a Translator at your agency and be of assistance to your company when communicating with international clients. I believe that with my somewhat peculiar background and collection of skills, I can be of great use to your company in this role.

I can provide your agency with these services:

Translation	Editing	Subtitling	Proofreading
Formatting	Revision	Transcription	Teaching
Copywriting	Tutoring	Voice-Over	Data Entry
Content Writing			

I can deal with various projects from different fields like:

Literary Translation	Software Localization	Commercial Translation
Legal Translation	Technical Translation	Judicial Translation
Administrative Translation	Medical Translations	Website Translation
Script Translation	Multimedia Localization	Financial Translation

I can use these tools to give you perfect projects. For example,

Kilgray MemoQ	Microsoft Office	Handbrake
SDL Trados Studio	Subtitle Edit	Lingo bit Localizer
Mate CAT	Format Factory	Café Trans Espresso
Aegisub	Canva	Audacity

Because I possess the unique ability to predict a customer's needs, I believe that I would be a great asset to your team of translators. With my years of translation experience and my proven academic abilities I believe I have a lot to offer your company. I am available to talk about the position at any time and hope you will get in touch soon.

Sincerely,

Mai Mabhouh

CONTACT

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Gaza, Palestine



Mai M. H. Mabhouh

Data Entry – Copywriting – Content Writing – Research – Summarizing – Paraphrasing – Resume Writing – Cover Letter Writing – Search Engine Optimization “SEO” – Voice Over – Photo Editing – Design Photos - Teaching - Tutoring



I don't like using ordinary way of translation and writing, but rather I care about quality not quantity.

✉ maimabhouh2019@gmail.com

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WORK EXPERIENCE

Copywriter & Content Writer

Self-employed

08/2022 - Present

Search Engine Optimization “SEO”

Self-employed

08/2022 - Present

Voice-Over Artist

Self-employed

07/2022 - Present

Resume Writing

Self-employed

06/2022 - Present

Cover Letter Writing

Self-employed

06/2022 - Present

Transcription

Verbo-Labs company

05/2022 - Present

Arabic<>English Translator

Self-employed

07/2019 - Present

subtitled

Self-employed

09/2019 - Present

EDUCATION

Master of Business Administration "MBA"

Israa university of gaza

09/2022 - Present

B.Sc.in Nursing

Islamic University of Gaza “IUG”

09/2014 - 07/2018

SKILLS

Editing

Translation

Proofreading

Subtitling

Transcription

Revision

Data Entry

Copy writing

Content Writing

Research

Summarizing

Teaching

Tutoring

Paraphrasing

Resume Writing

Cover Letter Writing

Search Engine Optimization “SEO”

Localization

Voice Over

CERTIFICATES

Freelancing Course (08/2022 - 09/2022)

Translation & Freelancing (07/2019 - 08/2019)

LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Full Professional Proficiency

TOOLS

Microsoft Office

Kilgray MemoQ

Subtitle Edit

Aegisub

SDL Trados

Format Factory

Zoom

Google Meet

Audacity

KineMaster

Google Docs

Google Drive