Maryam Adam  
mariamadam692000@gmail.com   
  
• **Professional Summary**  
Dedicated and detail-oriented professional with expertise in translation and audio transcription in both Arabic and English. Proven ability to deliver accurate and culturally sensitive content. Adept at utilizing linguistic skills to bridge language gaps effectively.   
  
• **Education**  
- Bachelor of Arts, University of Alexandria   
  
• **Skills**  
- Bilingual Proficiency: Fluent in both Arabic and English, with a deep understanding of cultural nuances.  
- Translation Excellence: Extensive experience in translating written content between Arabic and English, maintaining linguistic and contextual accuracy.  
- Audio Transcription: Proficient in transcribing audio content in both languages, ensuring precision and attention to detail.  
- Time Management: Strong organizational skills to meet deadlines and manage multiple projects simultaneously.  
- Communication: Effective verbal and written communication skills, facilitating clear and concise exchanges in both languages.   
  
• **Professional Experience**  
\*Translator for United Egy group [2020-2023]  
- Translated a variety of documents, including legal, medical, and technical texts, ensuring accuracy and coherence.  
- Conducted transcriptions for a range of projects, meeting tight deadlines while maintaining quality standards.   
  
\*Freelance Translator | Self-Employed | [2018-2023]  
- Provided translation services for clients in diverse industries, building a reputation for delivering high-quality work.  
- Offered transcription services, accommodating various formats and requirements.   
  
**• Professional Memberships**  
A professional translator and transcriber for several platforms  
- Upwork  
- Fiverr  
- GoTranscript  
  
  
• **Languages**  
- Arabic (Native)  
- English (Fluent)  
  
  
• **References**  
Available upon request.