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| **Mohammad (Mj Wolf) J**  **English <> Arabic Linguist** |
|  |
| **Mobile (Whatsapp): +963992078806**  **Mobile: +9647508756887**  **Email:**  [**mj.777@outlook.com**](mailto:mj.777@outlook.com)  **Alternative Email:**  **Skype ID: mj.wrabal** |

**Services provided**

* **Translation**
* **Localization**
* **Editing**
* **Proofreading**
* **Post-Editing**
* **Reviewing**
* **Writing**
* **Content Writing**
* **Subtitling**
* **Transcription**
* **Team co-ordination**
* **Project Management**

**Experience**

**6 Years as a professional linguist.**

**3 years as a team coordinator/project manager.**

**10 Years teaching English, Arabic and translation-related courses.**

**Availability**

**Daily from 12pm till 3am GMT+2.**

**Tools& Software Used**

* **SDL Trados studio 2011, 2014, 2015 and 2017.**
* **Microsoft Office Suite 2003, 2007, 2010, 2013&2016**
* **MemoQ 2015**
* **Adobe Reader XI**

## Subtitle Workshop

## Aegisub Advanced Subtitle Editor

## DivXLand Media Subtitler

## XTM

## Matecat

**Work Experience**

**For a more detailed view kindly check** [**my LinkedIn account**](https://www.linkedin.com/in/mohammad-j-8742b8109/)

**Translation Related Experience**

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| **Various Agencies, Translation Companies, Offices, Centers Outsourcers and End Clients** | **March 2012 to Present** |

**Translation Services**

**Please note that I cannot disclose many projects I have worked on due to binding agreements and contracts with companies or clients, also please note that I am willing to take a proficiency test, knowing that samples of tasks I was in charge of are available on demand when applicable.**

**Job Description**Please note that the responsibilities mentioned below apply to all fields, hence they are mentioned only once

* **Always delivered tasks before their deadline was due or on time, regardless of any circumstances that could affect the delivery (unless in cases of *Force majeure*), and even in such occurrences, I notified the company or client, while doing my best to fix the issue at hand in various ways, so the work flow wouldn't be affected.**
* **Trained new translators by holding discussion sessions while proofreading texts translated by them and pointing out each type of errors, even used a ranking system to rate translators' work, based on which a couple of them earned bonuses every month.**
* **Did all the research required to deliver the most accurate translation using specialized dictionaries, online dictionaries and references, even resorted to experts of the desired fields when I wasn't familiar with the source text subject.**

**The Legal Field**

**(Approximately 1,500,000 words, 750,000 of which from Arabic to English)**

* **Language pair: English > Arabic Arabic>English**

**Capacity (words per day): 7500 4500**

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| **Some Material Dealt With** | | **Agreements** | **Contracts** | **Privacy Policies** |
| **Articles of Association** | **General Terms and Conditions** | | | |
| **Legal references** | | **Court trails** | **Court hearings** | **Customs** |

* **Was in charge of the legal correspondences of a few language centres and headed the legal translation division in some local agencies with the responsibilities of translating such material, performing the necessary checks to ensure terminology accuracy and doing the final check-up before delivering to end clients.**
* **Did the required research and employed my wide knowledge of Arabic and English grammar and vocabulary to create the most accurate translation when words and terms required had no equivalent translation in the target language, especially while dealing with legal terminology of various countries and various regions abiding to different legal systems for example – but not limited to- Gulf Countries Legal Systems, Laws and Regulations of India and The European Legal Standards).**

**The I.T & Telecommunications Field (including website, app and game localization, General I.T, Online financial systems and networking)**

**(Approximately 1,750,000 words)**

* **Was the first person to translate "The Satoshi White Paper" into Arabic.**

* **Language pair: English > Arabic Arabic>English**

**Capacity (words per day): 9000 6000**

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| **Some Material Dealt With** | **Website localization** | | **Researches** |
| **In-game or In-app content (Such as Generated texts, Bonus game packs and app and game descriptions)** | | | |
| **App and Game Localization** | **General I.T** | **Manuals** | **Reportages** |
| **internal and external hardware design patents** | | |  |

**The Multimedia Field**

**(Approximately 2,500,000 words)**

* **Language pair: English > Arabic Arabic>English**

**Capacity (words per day): 12000 9000**

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| **Some Material Dealt With** | **Movie scripts** | | **subtitling** |
| **Media descriptions (Including series, movies and music albums)** | | | |
| **Closed Captions** | **Reviews** |  |  |

* **Did the necessary research to explain terms in a professional manner that would help the viewer get idioms, phrases and references used even if that meant adding notes in a professional manner to explain references, or play on words without affecting the viewer's experience.**
* **Made all the necessary changes, summarizing the content while preserving the meaning, so that the audience would enjoy a pleasant experience and would be able to follow up with events taking place on screen.**
* **Did all the necessary adjustments to the translation in order to be culturally sensitive when knowing the audience where the material will be viewed without affecting the meaning or idea, as well as abiding to dialect restrictions and specifications.**

**The Marketing, Advertising and Commerce Fields**

**(Approximately 500,000 words)**

* **Language pair: English > Arabic Arabic>English**

**Capacity (words per day): 7500 5000**

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| **Some Material Dealt With** | **Press releases** | **ADs** |
| **promotional materials (product descriptions and special offers)** | | |

* **Used my wide knowledge of Arabic and English grammar to create the most accurate translation when words and phrases required had no equivalent translation in the target language.**

**The Education Material & Training Field**

**(Approximately 1,500,000 words)**

* **Language pair: English > Arabic**

**Capacity (words per day): 12000**

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| **Some Material Dealt With** | **Organization Work Plans** | |  |
| **High school & Secondary school curriculums** | |  | |
| **Training material for employees and companies** | | |  |
| **Aiding Materials for Elementary schools such as Cards & Drawings** | | | |
| **Educational curriculums for special-needs students** | | |  |

* **Did the necessary research to translate Educational Terminology in an accurate manner to fit terminology used in clients' countries and to abide to the specialized departments' instructions, which lead to a 100% rate of approved programs that were applied successfully.**

**Sports and fitness**

**(Approximately 750,000 words)**

* **Language pair: English > Arabic Arabic>English**

**Capacity (words per day): 6000 3000**

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| **Some Material Dealt With** |  | |  |
| **Specialized workout routines** | |  | |
| **Texts related to different sports e.g. motorsports, soccer and bodybuilding** | | |  |
| **Specialized diet routines and diet related recipes** | | | |

**Health and food**

**(Approximately 750,000 words)**

* **Language pair: English > Arabic Arabic>English**

**Capacity (words per day): 7500 4500**

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| **Some Material Dealt With** | | **Meal recipes** | **Restaurant Menus** | |
| **Food labels** | **General health and nutrition** | | | |
| **Health tips related to physical and mental health** | | | |  |

**The Business and Finance Field**

**(Approximately 1,250,000 words, 500,000 of which from Arabic into English)**

* **Language pair: English > Arabic Arabic>English**

**Capacity (words per day): 7500 4500**

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| **Some Material Dealt With** |  | |  |
| **Statements of Financial Position** | | **Market studies** | |
| **Statements of Profits and Losses** | | | **General Budgets** |
| **Statements of Income** | | | |
| **Investment Agreements** | | |  |

* **Took into consideration the factor of extreme accuracy especially when it comes to handling documents containing sensitive information and figures.**
* **Employed my wide knowledge of Arabic and English grammar and vocabulary and my background in business management to create the most accurate translation when words and terms required have no equivalent translation in the target language, especially while dealing with legal-financial terminology of various countries and various cultures in multiple legal systems e.g. Gulf Countries Legal System, Laws and Regulations of India and The European Legal Standards)**

**The Literary and Journalistic Fields**

**(Approximately 2,000,000 words, 750,000 of which are from Arabic into English)**

* **Language pair: English > Arabic Arabic>English**

**Capacity (words per day): 9000 6000**

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| **Some Material Dealt With** |  | |  |
| **Articles of political nature and analyses** | |  | |
| **news reportages in many fields e.g. scientific, humanitarian, economic, I.T related, social and artistic stories.** | | | |
| **Chapters of Various Publications e.g. Short Stories, Poetry, Children's Books, Autobiographies, Modern Literature, Fiction books and Spiritual Books.** | | | |

**The Technical, Medical and Chemical Fields**

**(Approximately 1,500,000 words, 300,000 of which from Arabic to English)**

* **Language pair: English > Arabic Arabic>English**

**Capacity (words per day): 7500 5000**

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| **Some Material Dealt With** | |  | |  |
| **Patents** | **Manuals** | | **Corporate Material** | |
| **Researches, Articles and news reports on new breakthroughs** | | | | |

* **Employed my wide knowledge of Arabic and English grammar and vocabulary to create the most accurate translation when the words required had no equivalent translation in the target language especially while dealing with purely field-related terms that had to do with new inventions, methods or technologies.**

**NGO-Related Material**

**(Approximately 2,000,000 words, 500,000 of which from Arabic to English)**

* **Language pair: English > Arabic Arabic>English**

**Capacity (words per day): 12500 6000**

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| **Some Material Dealt With** | **Different Publications including Pamphlets, Brochures and Booklets** | | |
| **Conference, Seminar And Workshop Summaries And Briefings** | | **Union Organization Material** | |
| **Monthly Newsletters and Social Media Posts For Different Organizations, Associations and Trade Unions** | | | **Announcements, Press releases and media statements** |
| **Communication and Upgrading Modules** | | |

**Content Writing**

**Language: English Arabic**

**Capacity (words per day): 3000 6000**

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| **Fields** | **Automotive (Cars, Motorcycles and Armoured vehicles)** | |
| **Health (Physical and Mental health)** | | **Music** |
| **Lifestyle (Tourism and Travel, Arts)** | | **Movies and Series** |
| **Sports (General, Soccer and Specialized workout routines)** | | **Book reviews** |
| **Fitness (Diets, Healthy habits and tips)** | | **Beauty** |

**Project management and team co-ordination**

**Responsibilities**

* **Making weekly schedules of the workload to be handled and allocating tasks based on each team member's experience and availability.**
* **Maintaining open communication channels with linguists to ensure each task's completion and to address any issues that might arise.**
* **Maintaining open communication channels with end clients to keep up with any updates to tasks, terms and deadlines that may arise.**
* **Making sure each task's deadline is at least three hours away from the following phase in order to maintain a steady workflow and delivering on deadline if not earlier (in small projects i.e. less than 5000 words)**
* **Checking up on linguists progress every three to six hours in larger projects and having tasks delivered in batches (when applicable)**
* **Working at full capacity with team members when a difficult milestone arises due to some change in client's demands.**

**Proofreading and Editing**

**(Approximately 5,000,000 words, 2,000,000 of which are from Arabic into English) (In various fields other than proofreading my own texts)**

* **Language pair: English > Arabic Arabic>English**

**Capacity (words per day): 36000 15000**

* **Corrected grammatical errors and errors related to texture, sentence and paragraph formation, syntax, structural semantics and even made necessary changes for the text to be translated the appropriate professional way suitable the most for the field dealt with.**
* **Fixed tag errors, mistakes regarding punctuation in different languages – even those undetectable without a thorough inspection – and mispronunciations and other errors related to haste or such.**
* **Preformed LSO-s for major projects done by SDL Trados and maintained the highest standards of accuracy during to ensure the customer's satisfaction with the end result.**

**Transcription**

* **Performed one language transcriptions and bilingual transcriptions i.e. transcribing a scan, image or a media file from or into Arabic or English.**
* **Transcribed up to 15000+ words per work day in bilingual transcriptions and up to 36000+ words per work day in one language transcriptions while maintaining high accuracy and competitive rates.**
* **Produced Target transcription files in various formats such as (.srt, .docx, .pdf, .pptx, .doc, and.xlsx).**

**Skills**

* **Extensive English grammar knowledge**
* **Excellent research skills**
* **Microsoft Office Suite expert**
* **SDL TRADOS expert**
* **Excellent time management**
* **Fast learner**
* **Memorization skills**
* **Dependable and punctual**
* **Works well under pressure**
* **Culturally sensitive**
* **Goal-orientated**
* **Reliable**
* **Decisive**
* **Extensive vocabulary in various domains e.g. medical, technical, journalistic, political, literary, scientific, chemical, engineering, multimedia, advertising, education, I.T & Telecommunications and legal terminologies**
* **Proofreading expert**
* **Special education**
* **[English] tutor**
* **[Arabic] tutor**
* **Organised**
* **Creative problem solving**
* **Talented multi-tasker**
* **Creative thinker**
* **Can-do attitude**
* **In-depth knowledge of [Economics, Languages, Law, Western Culture, The Modern Arab Scene, Music, Video Games, Ancient History, Syria and The Arab World]**

Volunteering Related Experience

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| **"trommons.org" (Translators without Borders)  The Rosetta Foundation (Translators without borders)**  **Volunteer English >< Arabic Translator And Proofreader.** | **2015 to Present** |

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| **"Teachers For A Brighter Future" Non Profit Project**  **Lattakia – Syria** | **2015 to 2018** |

**Co-Founder and a Volunteer at the "Teachers For A Brighter Future" Non Profit Project for Teaching at Impoverished Areas**

* **Helped with other volunteers convince over 500 kids to continue with their education after failing at certain subjects and leaving schools due to weaknesses in the educational system and parents' inability to pay for private tutors by conducting discussion sessions and offering free help for such students.**
* **Dedicated 180+ hours of every month to teach various subjects for free in at least two impoverished areas.**
* **Collaborated with other graduates, colleagues and friends to widen the variety of subjects taught and the areas covered.**

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| **The "Bella" Non Profit Project**  **Syria** | **2011 to Present** |

**Co-Founder of the "Bella" Non Profit Project for Pet Care**

**Education**

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| --- | --- |
| **Tishreen University, Lattakia-Syria** |  |

**Bachelor of business administration / Economics and business management**

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| **Tishreen University, Lattakia-Syria** |  |

**Bachelor of Arts / English-Arabic, Arabic-English Translation**

**Hobbies and Interests**

**Writing**

**Poetry**

**Meditating**

**Music**

**Reading**

**Gaming**

**Technology**

**Psychology**

**Languages**

**Philosophy**

**Traveling**

**Photography**

**Pet Care**

**Volunteering**

**References**

**References are available on request.**