

# NADA MUHAMMAD

Translator

nadamuhammad151@gmail.com



Egypt



## SUMMARY

Dedicated individual successfully facilitates communication between people of different cultures and backgrounds. Brings wealth of knowledge and experience to organizations requiring interpretation and translation services. Committed to providing quality service and results. Detailed English Translator offering five-year background converting conversations, recordings and documents from English to Arabic and vice versa. Expertise in reviewing and proofreading mother-tongue text and conducting face-to-face interpretation. Proficient in various translation software such as MemoQ and OmegaT paired with first-rate time management and organizational abilities.

## EDUCATION

**Bachelor of Arts - SCU**  
**English Language And Literature**  
2016 - 2019

## SKILLS

- CAT Tools: MemoQ, OmegaT (Expert)
- Language and Website Localization
- Strong vocabulary skills
- Cultural Awareness
- Research and analysis
- Transcription Services
- Proofreading
- Adaptability and Flexibility
- Excellent Writing Abilities
- Attention to Detail
- Research and analysis

## CERTIFICATIONS

- Medical Terminologies Diploma Certificate, 2024
- International Organizations for Interpreters, Universite de Geneve - 2023
- Machine Translation, Karlsruhe Institute of Technology, 2023
- English Grammar, Axon- 2018
- English Conversation, Axon - 2018
- Academic Writing Training - SCU
- Microsoft Excel Training - SCU

## PROFESSIONAL EXPERIENCE

### Translator, Remote

2019 - Present

- Used translation software to verify complex terms and expedite communication process.
- Streamlined translation processes for improved efficiency and faster turnaround times.
- Completed precise translations of official documents with correct words and phrasing to meet legal standards.
- Delivered high-quality subtitle translations for multimedia content, enhancing viewer comprehension and enjoyment.

### Freelance Subtitle Translator (English-Arabic), Kumpenny

October 2023 - November 2023

- Proved successful working within tight deadlines and a fast-paced environment.
- Assisted with translation of foreign language television and radio programs.

### Translator, Partnerkin

November 2022 - June 2023

- Reviewed, edited and proofread translated documents for accuracy.
- Used translation software to verify complex terms and expedite communication process.
- Assisted foreign language-speaking clients with inquiries.
- Reviewed final works to spot and correct errors in punctuation, grammar, and translation.
- Stayed current on new expressions and cultural changes impacting language translation.
- Translated numerous marketing documents.
- Translated website content from other languages to English.
- Proofread, edited and improved documents of different sizes.

## Software

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- MemoQ
- WordFast
- OmegaT
- Trados Studio

## Languages

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- Arabic ( Native)
- English (C2)

## English Instructor, E-planet

May 2016 - March 2017

- Developed online resources to supplement traditional course materials.
- Planned, prepared and delivered lessons on American literature, British literature and grammar to fifty students daily.