

Sara Z.Kh Abu Kalloub

Professional Freelance Translator, Proofreader, Editor, Subtitler, Transcriber, and Data Entry Clerk



If you are looking for a Professional translator, you just come to right place.

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📅 07 December, 1993

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📘 facebook.com/profile.php?id=100009092883971

WORK EXPERIENCE

On line Freelance Translator On line

06/2020 – Present

Gaza, Palestine

Achievements/Tasks

- Translates a variety of documents literary, legal, research, technical, scientific..etc
- Adapt software and accompanying technical documents to another language and culture. .
- Follows up with clients to ensure satisfaction and understanding.

Arabic<>English Translator Self-employed

09/2014 – Present

Gaza, Palestine

Achievements/Tasks

- Translates online, video, and television media by providing subtitles
- Provides clients with quotes based on project length and level of complexity.

Tutor of English, Arabic Self-employed

09/2013 – Present

Gaza, Palestine

Achievements/Tasks

- Organize and delivering classroom lectures to students.
- Prepare classroom and coursework materials.

EDUCATION

B.A.&B.Ed. in English Al-Quds Open University(QOU)

09/2013 – 02/2019

Gaza, Palestine

Courses.

- Applied Linguistics Course
- Discourse Analysis Course
- Literature & Translation Course
- Reading Course
- Communication Skills and Structure Course
- English Language Study Skills Course
- Phonetics & Pronunciation Course

SKILLS

Translation and Data Entry



Editing and Proofreading



Subtitling and Transcription



Formatting and Revision



Copy Writing and Content Writing



Interpretation



CERTIFICATES

Freelance Translation & Digital Marketing Course (online) (06/2020 – Present)

Al-Raed Educational Center

English Language (Conversation 2) & Business Conversation Skills Course (02/2015 – 01/2017)

30 training hours (Elite Center)

Finding Job Is Ajob (10/2015 – 10/2015)

20 hours (EFE)

Oral Communication Skills Course (03/2014 – 05/2014)

75 hours (SMET)

LANGUAGES

English



Arabic



CAT TOOLS

Kilgray MemoQ 9.0.8 2019 R2

SDL Trados Studio 2019 SR2

Memsources

WordFast Pro