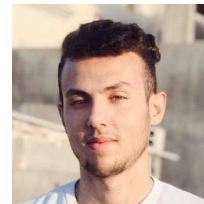


## AMJAD M. A. HARARA

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Al-Montar St, Gaza, Palestine



### Experience

#### CCJK Company

*Aug - 2020 - Present*

Project Manager

- Evaluating and analyzing the source documents to determine the number of elements involved.
- Outlining and creating a project plan for the other staff members involved in the translation.
- Keeping the client updated on the progress of their translation.
- Describing technical issues or industry lingo to the client.
- Making sure that the translations being delivered are complete and yields to original project terms.

#### ODB Company

*May 2021 - Jul 2021*

Translator & Proofreader

- Read and evaluate written text for grammatical and typographical error.
- Verify facts, dates, and statistics, using standard reference sources.
- Read copy or proof to detect and correct errors in spelling, punctuation, and syntax

#### Global Citizen Company

*Apr - 2020 - Jul - 2021*

Translator ( Contract )

- Translate a long-term project with 500,000 words.
- Cross-reference specialized dictionaries and translation tools to check quality.
- Follow up with clients to ensure understanding and satisfaction.

#### Verbo Labs Company

*Jan 2019 - Feb 2020*

Translator & Subtitler

- Deliver translated text & subtitle in accordance with the agreed deadline.
- Prepare subtitle for video and online presentation.
- Translates video, and television media by providing subtitles

## Midlocalize Company

Apr 2020 - Present

MTPE Translator

- Perform translation of written text from English<>Arabic
- Translate a variety of material, with particular focus on legal, technological and engineering documentation, from English<>Arabic, with attention to fact and nuance, so that the intent and tone of the original meaning is preserved.
- Organize translated material and finalize translation according to set standards regarding order, clarity, conciseness, style, and terminology.
- Proper research legal, technical and scientific phraseology pertinent to the assigned projects.



## Education

Al-Azhar University

2016-2020

Faculty of Literature – English Literature: Translation GPA.

Jamal Abdul Nasser High School – Gaza

2015-2016

General high Education Examination- Literature Stream.



## Skills

- The ability to transfer style, tone, and cultural elements accurately from one language to another.
- Specialist knowledge in technical, commercial, industrial or scientific areas
- IT skills, especially word processing and CAT (Computer Assisted Translation) tools
- Ability to adhere to deadlines
- Keeping files, personal details and any other sensitive material confidential and safe
- Communicate well with clients.
- Being non-judgmental and remain neutral



## ORGANISATIONAL / MANAGERIAL SKILLS

- Ability to work independently in a fast-paced environment gained from my experience as a translator
- Proficient in using technology to enhance data and information management gained through our B.A
- Time Management Skills gained through our high school Creating and keeping deadlines gained from my experience as an online freelance translator
- Ability to work under pressure gained through our work as an Online Freelance Translator.
- Ability to cooperate and work within a team, as well as work individually gained through our B.A.
- Dynamic, results-oriented problem solver gained through our B.A.
- Analysis, developing strategies and developmental planning gained through our Educational Qualification Diploma



## DIGITAL SKILLS - SELF-ASSESSMENT GRID

- Digital skills - Self-assessment grid
- Excellent use of Microsoft Office Programs
- Touch typing
- Exceptional internet research skills
- Well versed in using Outlook and Email
- Demonstrated ability to create presentations in PowerPoint
- Good command of photo editing.
- Converting file formats
- Formatting files to match the source one.
- Ability to Create google sites
- Good command of videos editing



## Language

- Arabic language: Native or Bilingual Proficiency.
- English language: Full Professional Proficiency



## TRAINING COURSES

1. Freelance Translation Course 02/2020 – Present  
Al-Raed Educational Center for Training and Development.
2. Rule of Reciting the Holy Quran Course 07/2017 – 08/2018  
Quran Memorization Center.
3. English Club Course 06/2015 – 12/2015  
Jamal Abdul Nasser High school.



## CAT TOOLS

- Kilgray MemoQ 2019 R2
- SDL Trados Studio 2019
- WordFast Pro
- Mem source
- Subtitle Edite