

Rana M.CHEHAB

Dear Recruiter

I would like to work as a Freelance Translator, have attached my resume and would like to be considered for your organization. I believe that my knowledge, skills and experiences I have gained make me an ideal candidate for this job.

Here is a summary of my experience and knowledge, which you can find in detail with my attached resume:

- More than twelve years of experience in working as a translator and I cannot see myself working in any other field because I enjoy my work
- I have also gained extensive experience in IT, Journalism, Legal, Financial, Economics, Conversation, Letters, Military, Religion, Tourism, Brochures, News, Politics, Movies' scripts, Computers, Technical Manuals, Transcription and Automotive.
- I am professional in using these tools, such as Kilgray MemoQ, SDL Trados Studio, WordFast Pro, Memsource, Microsoft Office, Aegisub, Subtitle Edit, Format Factory, Handbrake, Foxit Phantom PDF Business, Adobe Acrobat, FrameMaker, InDesign,
- Here are my services: Translation, Editing, Proofreading, Subtitling, Formatting, Revision, and Transcription, Teaching, Tutoring, Copywriting, Content Writing, and Data Entry.

My services are boundless, I am a punctual person who always sticks to any deadline. My rate is competitive and negotiable. My productivity is 4000 words per day.

Thank you so much for reviewing my application.

Sincerely,
Rana CHEHAB

Rana Chehab



Lebanon, Saida



+961-79192959



Chehab.translation@gmail.com

Rana M. CHEHAB

Sworn Freelance English<>Arabic<>French Translator, Subtitler, Transcriber, Proofreader, Localizer, Content Writer, Copywriter, Data Entry Clerk

My Skills and Services speak louder than words



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📍 Saida, Lebanon

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WORK EXPERIENCE

Freelance Arabic<>English<> French Sworn translator, Proofreader and Editor

Philippine Embassy, ICONS company, Crystals for Translation, Translators' Union

01/2013 - Present

Lebanon , Ireland, India

Achievements/Tasks

- Cross-reference specialized dictionaries and translation tools to check quality of translation
- Ensure translated content conveys original meaning and tone about 100%
- Proofread 3500 translated texts for grammar, spelling and punctuation accuracy
- Own an ability to work to deadlines

Arabic<>English<> French subtitler

IPH studios

12/2019 - Present

Beirut

Achievements/Tasks

- Convert text and audio recordings from one language to one or more others
- Subtitle 30 minutes per day
- Have a total familiarity with subtitle reading speeds, time codes, line and positioning compliance, safe areas and all restrictions (legal and otherwise) relating to subtitling standard practice
- Possess an excellent communication skills and the ability to offer genuine, 100% customer-focused services

EDUCATION

BA degree in translation.

Islamic University

10/2010 - 10/2013

Islamic University in Lebanon-
Beirut-Lebanon

Courses

- Legal Translation course
- Interpretation course
- Economic course
- Medical course

MA in French Literature

Lebanese university

01/2019 - Present

Beirut

Courses

- Communication
- Dissertation
- Management
- Translation

SKILLS

TRANSLATION

EDITING

PROOFREADING

SUBTITLING

TRANSCRIPTION

FORMATTING

DATA ENTRY

COPYWRITING

CONTENT WRITING

RESEARCH

SUMMARIZING

PARAPHRASING

TRANSCREATION

COPYWRITING

CONTENT WRITING

QUALITY ASSURANCE

TRILINGUAL

ATS FREINDLY RESUME WRITING

LOCALISATION

CERTIFICATES

Freelancing course (06/2021 - Present)

Translators union

Computer-assisted translation tools (CAT TOOLS)
(04/2021 - 05/2021)

Translators Union

Life skills Course (08/2020 - 09/2021)

CIS Institution

Translation training (12/2017 - 12/2019)

Arab organization of professional translators and Translators without borders, USA

ORGANIZATIONS

Translators' Union (12/2020 - Present)

Vice-President

Arab organization of professional translators (12/2017)

Certified Translator

Translators without borders (12/2018 - Present)

Certified Translator

LANGUAGES

French



Arabic



English



TOOLS

MEMOQ

HANDBRAKE

SUBTITLE EDIT

FORMAT FACTORY

FOXIT PHANTOM PDF

WRITING SKILLS

SEO

MEMOSOURCE

AEGISUB