Curriculum Vitae

Sarah Malaeb

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Profile

NAATI-certified professional Arabic-to-English translator with extensive cultural knowledge of both languages. I've gained a broad range of skills throughout my educational and professional journey, but my strengths and passion revolve around delivering exceptional linguistic services to clients by committing to thorough context research to overcome discourse challenges in order to produce translations with a high level of accuracy. I constantly aim to deliver translations that are of the highest quality and in compliance with the translators' Code of Ethics and stay up to date with the industry through continual professional development activities.

Achievements

Translated a 7000-word political opinion piece from Arabic to English for a university project. Over a four-month period, I undertook a political discourse analysis approach by considering semantic phenomena between the source text and the target text languages such as figures of speech, collocations, and cultural expressions. I then employed different strategies that are crucial in emphasizing the importance of understanding the social, cultural, and historical factors involved with political texts such as metaphorisation, target text accommodation and interpersonalisation. I produced an idiomatic translation text suitable for the targeted audience, resulting in a high distinction achievement award.

Became a Golden Key International Honour Society member by exclusive invitation for academically achieving in the top 15% of university graduate students.

Volunteered to review a Multilingual Cancer Glossary Project designed for use by translators and interpreters working in the cancer field to provide access to accurate and culturally and linguistically appropriate cancer terminology. The project was finalised and published in 2018.

Collaborated with AcudocX in subtitling and dubbing their brief instructions video to Arabic to reach the wider Arabic-speaking community. AcudocX is a free, easy-to-use translation app for quick and simple NAATI-certified translations.

Skills

Excellent command of the Arabic and English languages with a strong understanding of Modern Standard Arabic as well as most of the dialects of Arab countries.

Knowledge of the AUSIT Code of Ethics and Conduct, privacy and confidentiality requirements, as well as OHS and their importance, gained through postgraduate studies and educated through clinical placements, first aid course, and work experience.

Highly developed interpersonal skills, observation and listening skills strengthened through clinical placements and customer service experience, and effective verbal communication skills through tutoring experience.

Developed solid report writing techniques from undergraduate and postgraduate studies.

Enhanced teamwork skills through clinical placement, team meetings, and university group projects.

Excellent computer skills developed throughout tertiary studies, work experience and placements which include Wordfast, Microsoft Word, Excel, PowerPoint, Publisher, memoQ and Aegisub.

Reliable, responsible, and trustworthy with a positive attitude and good work ethics.

Education, Certification & Memberships

Macquarie University April 2021

Subtitling & Captioning 101 Online Course (Aegisub)

RMIT June 2016

Master of Translating & Interpreting with Distinction

Monash University *June 2010*

Graduate Certificate of Applied Information Technology

Monash University June 2008

Bachelor of Science (Physiology & Pharmacology)

AUSIT Member since August 2018

Golden Key Member since September 2017

NAATI Certified since *October 2016* Certified Translator Arabic into English

Experience

Translator Panel Member @ IQVIA Sep 2022 - Present

• Translate & review medical & scientific documents

Translator Panel Member @ Vistatec Mar 2022 - Present

• Translate & review business & financial documents

Translator Panel Member @ AcudocX Jan 2022 - Present

- Translate a range of personal documents
- Review and finalize extract translations

Translator Panel Member @ Ethnolink Dec 2021 - Present

- Translate a range of personal, legal, medical & financial documents
- Translate & subtitle a range of videos including advertisements & news reports
- Review & check translations

Translator Panel Member @ Linguistico Sep 2020 - Present

- Transcription & translation of audio & video recordings of various subject fields
- Translate a range of personal, legal, medical & financial documents

Translator Panel Member @ NAATI Nov 2019 - Present

• Provide language-related services

Translator Panel Member @ The Migration Translators

Aug 2018 – Present

- Part of the Free Translating Service team, contracted to the Department of Human Affairs, providing free translations for immigrants & refugees
- Translate a range of personal, legal, educational & medical documents

Freelance Translator Oct 2016 - Present

- Personal documents
- Print advertisements
- Media articles
- Information pamphlets
- Opinion pieces
- Industries: Education, Legal, Business/Finance, Medicine/Health, General/Public

Administrator @ **Hage Partners** August 2015 - OCT 2015

- Data entering
- Document typing and file preparation
- Phone enquiries

Optical Dispenser @ iContact Optometrists Feb 2011 - Feb 2015

- Interpreting optical prescriptions
- Fitting and adjusting optical frames for customers
- Ordering frames and contact lenses for customers
- Advising customers on spectacle frames, lens selection, contact lenses, safety eyewear and sunglasses
- Medicare & health insurance coding and claiming
- Visual merchandising, customer service & sales

Personal Tutor March 2007 - Nov 2007

Taught Arabic, English, Mathematics, and Science to primary and secondary students.