


Wejdan Abu Hajar

 Language Translator-Interpreter

A brief summary and goal

A bachelor holder of E-A translation, a freelance translator for two years, and was an intern at Roya T.V.. I am an expert in technical translation, and so far, translated a book on AI and future management tools.

Personal & Contact Information

Birth Date: 2/7/1997

Nationality: Palestinian

Phone No.: 054 596 5553

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Education

Bachelor's degree in English Language/Translation

2016/2—2019/7

Al Zaytoonah Private University of Jordan. Amman, Jordan

- Listed on Dean's and President's Honor List 3 times
- Graduated with a final average of 87.9%

Languages

English: Fluent

Arabic: Mother Tongue.

Work Experience

Internship Translator:

Roya TV, Amman, Jordan

2019/4—2019/6

- Translated breaking news for conferences, information and topics of interest to quickly assign coverage to audience.
- Translated a wide range of reports and articles covering topics from political news to weather news.
- Proofread, edited, and evaluated the final copy to verify content aligned with established guidelines.

Freelance Translator:

ITI Group, An educational institute in Abu Dhabi, UAE

2018/10--Current

- I translate for the HR Department of RAK Government. I have translated legal contracts, many documents of administrative topics, and forms.
- Translate educational materials related to AI technologies for ITI.
- Communicate effectively with clients to establish the scope and requirements of translation. I follow up after submission to confirm satisfaction and understanding.
- Prepare Arabic subtitles for videos and presentations.
- Review final works to spot and correct errors in punctuation, grammar, and translation.
- Track hours and expenses for each project, detailing each action and charge.
- Evaluate and follow up on news tips to develop ideas.
- Translate videos and synced them.

Other translation activities:

I translated and edited a book from E-A about AI and Future Management Tools for Dr. Rami Shaheen, an innovator and a leader in AI tech.

Professional & Personal skills

- *Fluent in Arabic and English (writing and vocal)*
- *Computer Skills:*
 - *Expert in MS Office (MS Word, MS PowerPoint and MS Excel)*
 - *Advanced research tools*
 - *Able to use CAT tools*
- *Technical translation*
- *Advanced communication Skills*
- *Thrive in a high-pressure environment.*
- *Highly adaptable, flexible professional who embraces teamwork, but also enjoys working independently.*