


Wejdan Abu Hajar

 Language Translator



A Brief Summary

Over 1 year experience as a freelance translator

Expert in technical translation

Translating a book at the meanwhile

Personal & Contact Information

Birth Date: 2/7/1997
Nationality: Palestinian
Residency: UAE
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 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 policy 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 many forms.
- I have translated science materials related to computer sciences and AI technologies for ITI.
- Communicated effectively with clients to establish scope and requirements of translation, and following up after submission of work to confirm the satisfaction and understanding.
- Proofread translated text to check for grammar, spelling and punctuation accuracy.
- Prepared Arabic subtitles for videos and presentations.
- Successfully met deadlines and managed high volumes of work.
- Reviewed final works to spot and correct errors in punctuation, grammar and translation.
- Managed a 55,066 words project and completed it in a time-frame of just one month.
- Tracked hours and expenses for each project, detailing each action and charge.
- Evaluated and followed up on news tips to develop ideas.

Other translation activities:

At the meanwhile, I am translating a book for Dr. Rami Shaheen, an innovator and a leader in AI tech. The book is about AI and Future Management Tools, written in English and I'm translating it into Arabic, and I will be editing it with him later on.

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 SDL Trados Studio 2019*
- *Technical translation*
- *Advanced communication Skills*
- *Excellent time management skills.*
- *Thrive in a high-pressure environment.*
- *Highly adaptable, flexible professional who embraces teamwork, but also enjoys working independently.*